COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature:

Conducted by: Podel Names Drubers

Department: T-ASS / Suadhouse

PC no.: TEXC0216

Factory no.: Toutony 2

Date: 0023 -07 - 18

☑ Çlean Dust on CPU

☐ Deleting Temp/Junk Files

☐ Antivirus Scan

☑ Windows Update(Optional)

☐ Remove/Uninstall Unwanted Program

Check Monitor/Screen for Defect

☑ OK □Not OK

Check Charger for Defect

M/A ☐ OK ☐ Not OK

Check Keyboard Casing

☑ OK □Not OK

Check Lan Connection

☑ OK □Not OK

Check battery life

MA ☑ OK □Not OK

Others:

pesttop pc

NOTE: Destop Service UMT / Factory

2 Guard House

Reminders:

Must bring this following tools to perform the Computer Preventive Maintenance (CPM), the tools are screwdriver, brush, blower, eraser, crimper and RJ45.

<u></u>				F	Related Documents:	TCF-G116
Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation		RETENTION PERIOD
Efectivity Date:	2023-07-15	Prepared by:		Checked by: Approved by:		40.7/21.20
		Rushky Es	trera	Rey Dagatan	Amadito Ortizano	10 YEARS