

## COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0882

NAME OF USER: Angelu Mabilia

DATE: 2023-08-23

ID NO. OF USER: 008838

DEPARTMENT: Nylon Coating

FACTORY NO.: 1

SCOPE OF WORK: *Primitive Maintenance*

LAPTOP

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DESKTOP

11

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 20TD008BPH	Samsung M471AK43EB	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64Bit	Lenovo Thinkpad E15	11 <sup>TH</sup> Gen Intel(R) Core(TM) i5-1135G7 @ 2.40GHz 2.42GHz	PF3CFX07

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

**RUSHKY ESTRERA**

IT MEMBER

TESSIE MIKE ANGELINA MARIA

PC USER/SIGNATURE \_\_\_\_\_

Related Documents:

TCF-G115

TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation		Retention Period
Effectivity Date:	2023-07-15	Prepared by:		Checked by:	Approved by:	10 YEARS
		SUSETTE SURBANO		REY DAGATAN	AMADITO ORTIZANO	

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: Rushky Estrera  
 Conducted by: Rushky Estrera  
 Department: Nylon Coating  
 PC no. : FXC0882  
 Factory no. : 1

Date: 2023-08-23

- ☒ Clean Dust on CPU  
☒ Deleting Temp/Junk Files  
☒ Antivirus Scan  
☒ Disabling Hotspot  
☒ Windows Update( Optional )  
☐ Remove/Uninstall Unwanted Program

Check Monitor/Screen for Defect

☒ OK ☐ Not OK

Check Charger for Defect

☒ OK ☐ Not OK

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☒ OK ☐ Not OK

Check battery life

☒ OK ☐ Not OK

Others:

## Reminders:

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

Related Documents: **TFJ-S16-G008**

Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation	RETENTION PERIOD
Effectivity Date:	2023-07-15	Prepared by:	Checked by:	Approved by:	10 YEARS
		Rushky Estrera	Rey Dagatan	Amadito Ortizano	