

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]*  
 Conducted by: ORVINE PAUL ALMAGRO  
 Department: MOLO MAINTENANCE  
 PC no. : TFXC1007  
 Factory no. : FACTORY 4A

Date: \_\_\_\_\_

- ☒ 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:

PASL 3

## 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:

TCF-G116

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