GA Division	COMPUTER PREVENTIVE MAINTENANCE CHECKLIST	TMF-G0054
IT		Version 1.00

User Signature: _____ Date: 2024-08-04

Conducted by: SHEILA MAMUGIM

Department: PR / MEDICAL PR / ASY

PC no. : TFXC0961

Factory no. : MEDICAL FACTORY

☐ 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: TMF-G0058

*It is permitted to use this form in both electronic and hard copy.
*The user have to check and compare versions, effective date and sub master information before printing.