

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: pdal  
Conducted by: Rushky Estrera  
Department: CPP 2nd floor office  
PC no. : TFX-0624  
Factory no. : 4B second floor

Date: 2023-08-02

- ☒ 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:

Common / CPP

## 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	<b>Toyoflex Cebu Corporation</b>	RETENTION PERIOD
Effectivity Date:	2023-07-15	Prepared by:	Checked by:	Approved by:	10 YEARS
		Rushky Estrera	Rey Dagatan	Amadito Ortizano	

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: 627

NAME OF USER: Jocelyn Desuyo / Comon CPP

DATE: 2023-08-02

ID NO. OF USER: 5045

DEPARTMENT: CPP 2nd floor office

FACTORY NO.: 4B 2nd floor

SCOPE OF WORK: Preventive Maintenance

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512GB	Lenovo 20RDS0B000	Ramaxel Technology RMS63270ME8	4GB
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	Intel(R) Core(TM) i5-10210U CPU @ 1.60GHz 2.10GHz	PF1X3731

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

Rushy Estera  
IT MEMBER

PM CONFIRMED BY:

jdd  
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:	SUSETTE SURBANO	Checked by:	REY DAGATAN
		Approved by:	AMADITO ORTIZANO		10 YEARS