

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]

Date: 2023-08-02

Conducted by: RUSHKY ESTRERA

Department: CPP-SAGE Second floor

PC no. : PC-40

Factory no. : 4B Second floor

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

Check Monitor/Screen for Defect

☒ OK ☐ Not OK

Check Charger for Defect

N/A ☐ OK ☐ Not OK

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☒ OK ☐ Not OK

Check battery life

N/A ☐ 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	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: PC 40 - TFXC0365

NAME OF USER: Joan O. GLORIA

DATE: 2023-08-02

ID NO. OF USER: (PC 40) 5199

DEPARTMENT: OPP QA QC 2nd Floor

FACTORY NO.: 4B second 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
SSD 240GB	Acer B350AM4-M	Micron 4ATF51264AZ - 2G3H1R	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Home & Business	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Acer Veriton M200-B350	AMD R5 A10-9700 R7, 10 compute cores 4C 16G 3.50GHz	(XXXXXXXXXX) UXXVANSI089I2843816

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

JOAN GLORIA

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	