

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0109

NAME OF USER: Marie C. Patalinghug

DATE: 2023-08-29

ID NO. OF USER: 12264

DEPARTMENT: Wire Stranding

FACTORY NO.: 3

SCOPE OF WORK: Reventive Maintenance

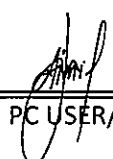
LAPTOP ☐

DESKTOP ☒

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
HDD 500GB	Dell DT1D10	Micron 8KTF51264AZ-1G6E1	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64Bit	Dell Vostro 3800	Intel(R) Core(TM) i3-4170 CPU @ 3.70GHz 3.70GHz	4W7T992

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY: RUSHKY ESTRERA IT MEMBER

PM CONFIRMED BY:  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	SUSETTE SURBANO	REY DAGATAN	AMADITO ORTIZANO	10 YEARS

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushky Estrera
 Department: Wire Stranding
 PC no. : TFXCD109
 Factory no. : 3

Date: 2023-08-29

- ☐ 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	