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

User Signature: _Jwya_   Date: _2023-07-26_
Conducted by: _JO-ANN ARRIBADO_
Department: _PC/IMPEX_
PC no. : _TFXC1078_
Factory no. : _MEDICAL_

☐ 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.

TOYOFLEX CEBU CORPORATION MEDICAL FACTORY　　　　　EFFECTIVE DATE:2023-07-10　　　　RETENTION PERIOD: 10 YEARS