

## COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TF X 60509

NAME OF USER: Lilibeth Mendez

DATE: 2023-08-14

ID NO. OF USER: 008842

DEPARTMENT: QA

FACTORY NO.: 1 office

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 512	Lenovo 20NB505V00	Samsung M471 5244CB0-CTD	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 E590	Intel(R) Core(TM) i5-8265U CPU @ 1.60GHz 1.80GHz	PA1ZFGZ7

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
11	11

**PM CONDUCTED BY:**

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

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		

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
 Conducted by: RUSHKY ESTRERA  
 Department: GA  
 PC no. : TFXC0509  
 Factory no. : 1 1

Date: 2023-08-14

- ☒ 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	