

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0932

NAME OF USER: LUCY

ID NO. OF USER: 01232

DEPARTMENT: GA -GMS

FACTORY NO.: 1 office

SCOPE OF WORK: Preventive Maintenance

DATE: _____

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 21E6S03000	Sk Hynix	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2021
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	12 th Gen Intel(R) Core(TM) i5-1235U 1.30 GHz	PF3V4Y/C4

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
1	1

PM CONDUCTED BY:

RUSMKY ESTRERA

IT MEMBER

PM CONFIRMED BY:

LUCY SALES

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

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]*
 Conducted by: Rushky Estrera
 Department: GA/EMS
 PC no. : FXC 0732
 Factory no. : 1 office

Date: _____

- ☒ 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:

pas/LB

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	