

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0760

NAME OF USER: Jacklyn Anne Arrieta

DATE: 2023-08-22

ID NO. OF USER: 007999

DEPARTMENT: GA - GA

FACTORY NO.: 1 Office

SCOPE OF WORK: Preventive Maintenance

LAPTOP



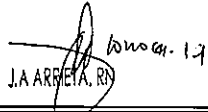
DESKTOP



| HDD/SSD/NVME CAPACITY | MOTHERBOARD BRAND NAME/MODEL | R A M BRAND/MODEL   | R A M CAPACITY |
|-----------------------|------------------------------|---|----------------|
| NVMe 512GB            | Lenovo<br>20TDS0FU00         | Micron Technology<br>8ATF2G64H2-3G2                                   | 16 GB          |
| OPERATING SYSTEM      | VERSION                      | MS OFFICE   | VERSION        |
| Windows 10            | Pro                          | Professional Plus   | 2019           |
| OS ENVIRONMENT        | PC BRAND NAME                | PROCESSOR TYPE  | SERIAL NUMBER  |
| 64 Bit                | Lenovo<br>Thinkpad<br>E15    | 11 <sup>th</sup> Gen Intel(R) Core(TM) i5-1135G7<br>@ 2.40GHz 2.42GHz | PF2W6YQP       |

| PROBLEMS ENCOUNTERED | RECOMMENDATIONS |
|----------------------|-----------------|
|                      |                 |

PM CONDUCTED BY:  
RUSHKY ESTRERA  
  
IT MEMBER

PM CONFIRMED BY:  
  
J.A. ARRIETA, RN  
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: J.A. ARRIETA, RN 2023-08-22  
 Conducted by: RUSHKY ESTRERA  
 Department: GA-GA  
 PC no. : FXC0760  
 Factory no. : 1 Office

Date: 2023-08-22

- ☒ 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          |                  |