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

User Signature: _____ Date: _2024- 08-09_

Conducted by: _SHEILA NAMNUN_

Department: _ACCOUNTING_

PC no. : _TFXC 0499_

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.