

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
Conducted by: RUSHKY ESTRERA  
Department: MU  
PC no. : TFX00717  
Factory no. : FACTORY 4B 3RD FLOOR

Date: 2023-09-03

- ☒ 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:

PXSL 2

## 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
Efectivity Date:	2023-07-15	Prepared by:	Checked by:	Approved by:	10 YEARS	
		Rushky Estrera	Rey Dagatan	Amadito Ortizano		

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TPX0011

NAME OF USER: ROSALIS, MARY ANN

ID NO. OF USER: 006784

DEPARTMENT: MU

FACTORY NO.: FACTORY 1B 3RD FLOOR

SCOPE OF WORK: PREVENTIVE MAINTENANCE

DATE: 2023-08-03

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512 GB	LENOVO LNVNB161216	OK HYNIX HMA22G6WJKBN-VK	16 GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
WINDOWS 10	PROFESSIONAL	STANDARD	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 BIT	LENOVO THINKBOOK 14-11L	INTEL(R) CORE(TM) i5-1035G4 CPU @ 1.10GHz	LE0DSG04

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

RUBENKY ESTRERA

IT MEMBER

PM CONFIRMED BY:



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	SUSETTE SURBANO	REY DAGATAN	AMADITO ORTIZANO	10 YEARS		