

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFX00623

NAME OF USER: Alma Omandac DATE: 2023-08-14

ID NO. OF USER: 008005

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 512GB	Lenovo 20RDS0B000	Ramaxel Technology RMSA3270ME8	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 E15	Intel (R) Core(TM) i5-10210U CPU @ 1.60 GHz 2.10 GHz	PF1X3NTD

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
1)	1)

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

2023-09-14  
ALMA OMANDAC

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: Rushky Estrera  
 Conducted by: Rushky Estrera  
 Department: QA  
 PC no. : TFX0623  
 Factory no. : 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	