

## COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: \_\_\_\_\_

Date: 2023-08-16

Conducted by: ORVEINE PAUL ALMAGRO

Department: PMO

PC no. : TFX0286

Factory no. : Factory 1

- ☒ 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:

PASL 3

### 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:					TCF-G116
Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation	RETENTION PERIOD
Effectivity Date:	2023-07-15	Prepared by: Rushky Estrera Checked by: Rey Dagatan Approved by: Amadito Ortizano			10 YEARS