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

User Signature: _M._____   Date: _2023-0r-1(_____

Conducted by: _Mario Sarrosa_____

Department: _M IRO_____

PC no. : _tFxco lol4_____

Factory no. : _Mrdical_____

☐ 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