

GA Division

IT

**COMPUTER PREVENTIVE  
MAINTENANCE CHECKLIST**

TMF-G0054

Version 1.00

User Signature: *[Signature]* <sup>2023-07-25</sup>

Date: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Department: \_\_\_\_\_

PC no. : \_\_\_\_\_

Factory no. : \_\_\_\_\_

- ☐ 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.