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

User Signature: _~~(signature)~~_ Date: _2023 - 07 - 24_

Conducted by: _JO-ANN ARRIBADO_

Department: _PE_

PC no. : _TFXC6972_

Factory no. : _Medical Factory_

☐ 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