

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: DIKON, JANEPA D.
 Conducted by: Rushky Estrera
 Department: MC
 PC no. : FXC05997
 Factory no. : 9ATC

Date: 2023-08-07

- ☒ 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	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFX 20894
 NAME OF USER: HANEPA DIRON
 ID NO. OF USER: 009206
 DEPARTMENT: MC
 FACTORY NO.: 4A MC
 SCOPE OF WORK: Preventive Maintenance

DATE: _____

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 20RDS00000	Ramaxel Technology RMSA3270ME8	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	(2019) 2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	Intel (R) core(TM) i5-10210 CPU @ 1.60GHz 2.10GHz	PF1X4QB0

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

RUSHY ESTRERA

IT MEMBER

PM CONFIRMED BY:

AB
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