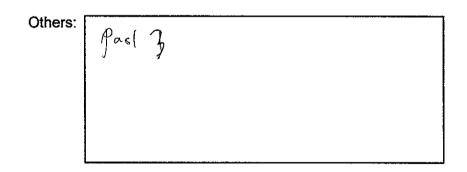
## **COMPUTER PREVENTIVE MAINTENANCE CHECKLIST**

User Signature:	Date: 1-013 - 014 - 27
Conducted by: KNAVEN JADE PARAN	
Department: Payroll Time Looping	
PC no.: 1FXqoGo	
Factory no. : Factory	
☑ Clean Dust on CPU	

☐ Clean Dust on CPU
☐ Deleting Temp/Junk Files
☐ Antivirus Scan
☑ Disabling Hotspot
☑ Windows Update( Optional )
☑ Remove/Uninstall Unwanted Program

Check Monitor/Scre	een for Defect
□ OK	□Not OK
Check Charger for	Defect
<b>Ø O</b> K	□Not OK
Check Keyboard C	asing
<b>☑</b> OK	□Not OK
Check Lan Connec	tion
☑ OK	□Not OK
Check battery life	

☑ OK ☐ Not OK



## 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
Efectivity Date: 2023-07-15	Prepared by:		Checked by: Approved by:	40 VEADS	
,		Rushky I	Estrera	Rey Dagatan Amadito Ortizan	10 YEARS