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

User Signature: _~2023 07-18~ auwcw_____   Date: _2023-07-17_

Conducted by: _MARLO SARROSA_____

Department: _PC_____

PC no. : _TFXC0433_____

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

*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.