

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: 7XC09914

NAME OF USER: Norman Aurestila

DATE: 2023-08-15

ID NO. OF USER: 011645

DEPARTMENT: PE

FACTORY NO.: 1

SCOPE OF WORK: Preventive Maintenance

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512GB	Lenovo 240S03000	Sk Hynix	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2021
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	12Gen Intel(R) Core(TM) i5-1235U CPU 1.30GHz	PF3TS1AX

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

**RUSHKY ESTRERA**

IT MEMBER

*Norman F. Aurestila*  
NORMAN F. AURESTILA

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:		Checked by:	Approved by:	10 YEARS
		SUSETTE SURBANO		REY DAGATAN	AMADITO ORTIZANO	

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
 Conducted by: Rushky Estrera  
 Department: PE  
 PC no. : TFXCO994  
 Factory no. : 1 office

Date: 2023-07-15

- N/A ☐ Clean Dust on CPU  
☒ Deleting Temp/Junk Files  
☒ Antivirus Scan  
☒ Disabling Hotspot  
☒ Windows Update( Optional )  
 N/A ☐ 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	