

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0691
 NAME OF USER: DELUITO OMANA
 ID NO. OF USER: 008574
 DEPARTMENT: PLASTIC MOLDING
 FACTORY NO.: FACTORY 4A
 SCOPE OF WORK: Preventive Maintenance

DATE: 2023-07-25

LAPTOP ☒

DESKTOP ☐

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
500 SSD	LENOVO 20RDS0B000	SAMSUNG	4.00GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
WINDOWS 10	PROFESSIONAL	MICROSOFT OFFICE PROFESSIONAL PLUS	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	LENOVO THINKPAD E15	INTEL (R) CORE(TM) i5-1021U CPU @ 1.60GHz 2.10 GHz	PF1X3R6Q

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY: Rushky Esthera
 IT-MEMBER

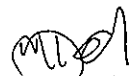
PM CONFIRMED BY: DELUITO OMANA 2023-07-25
 PC USER/SIGNATURE

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:  2023-07-25
 Conducted by: Rushky Estera
 Department: PLM
 PC no. : TF70691
 Factory no. : FACTORY 4A

Date: _____

- ☒ 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: TCF-G116

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 Estera	Rey Dagatan	Amadito Ortizano	