


GA Division	<b>COMPUTER PREVENTIVE MAINTENANCE CHECKLIST</b>	TMF-G0054
IT		Version 1.00

User Signature:   
 Conducted by: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 PC no. : \_\_\_\_\_  
 Factory no. : \_\_\_\_\_

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: 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.