

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushky Estrera
 Department: MC
 PC no. : TFXC1095
 Factory no. : 4A MC

Date: 2023-08-09

- ☒ 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: Latest

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		

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: EXC1075

NAME OF USER: / MARY JANE LAZAGA DATE: _____

ID NO. OF USER: / 005976

DEPARTMENT: MC

FACTORY NO.: 9A MC

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 2E6S07P00	(Samsung) Samsung	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	12th Gen Intel(R) core(TM) i5-1235U 1.30GHz	PF48EWS8

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY: RUSHKY ESTRERA IT MEMBER

PM CONFIRMED BY: [Signature] PC USER/SIGNATURE

Related Documents:
 TCF-G115
 TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation			Retention Period
		Prepared by:		Checked by:	Approved by:	10 YEARS	
Effectivity Date:	2023-07-15	SUSETTE SURBANO		REY DAGATAN	AMADITO ORTIZANO		