

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC 0075

NAME OF USER: Michelle Penicitos

DATE: 2023-08-31

ID NO. OF USER: 011779

DEPARTMENT: Wire Stranding

FACTORY NO.: 3

SCOPE OF WORK: Preventive Maintenance

LAPTOP



DESKTOP

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HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
SSD 240GB HDD 1TB	Dell 0T1D10	1) Kingston 99P5471-002.A1LF 2) SK Hynix HMT425U6AFRCC-PB	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Dell Vostro 3800	Intel(R) Core(TM) CPU G3240 @ 3.10GHz 3.10GHz	9XC8F22

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

Francisco

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: Wire Stranding
 PC no. : TFX0075
 Factory no. : 3

Date: 2023-08-31

- ☒ 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:

Pass 2

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	