

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0637

NAME OF USER: Common (Printer)

DATE: 2023-08-23

ID NO. OF USER: Common

DEPARTMENT: Nylon Coating

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 10RDS0B000	Ramaxe1 Technology (B2) RM4327 DME8	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	P10	Professional Plus 2019	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 Bit	Lenovo Thinkpad E15	Intel(R) Core(TM) i5-10210U 4th @ 1.60GHz 2.20GHz	PF1X9CKL

PROBLEMS ENCOUNTERED

RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

CHARIS BEHIK

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

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushky Estrera
 Department: Nylon Coating
 PC no. : IPX20637
 Factory no. : 1

Date: 2023-08-23

- ☒ 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: 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	