

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0025

NAME OF USER: Alice A. Tanco

ID NO. OF USER: 008072

DEPARTMENT: (Wire) Wire Drawing

FACTORY NO.: 3

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-24

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
HDD 250GB	Dell 0TAD10	SK Hynix HMT425U6AFR6C-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) Pentium(R) CPU G3240 @ 3.10GHz 3.10GHz	2JD8F22


PROBLEMS ENCOUNTERED	RECOMMENDATIONS
HDD	

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

  
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 Drawing  
 PC no. : TFX C 0025  
 Factory no. : 3

Date: 2023-08-24

- ☒ 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
Efectivity Date:	2023-07-15	Prepared by:	Checked by:	Approved by:	10 YEARS
		Rushky Estrera	Rey Dagatan	Amadito Ortizano	