

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXCD8941

NAME OF USER: Roseller Carido

DATE: 2023-08-23

ID NO. OF USER: 011053

DEPARTMENT: PMD

FACTORY NO.: 1PMD 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 20TD008BPH	Samsung M471AK43EB	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	11th Gen Intel(R) Core(TM) i5-1135G7 2.40GHz 2.92GHz	PF3CFJRD

PROBLEMS ENCOUNTERED

RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

Rushby Estera

IT MEMBER

Roseller Carido

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: M. Amil
 Conducted by: Rushky Estrera
 Department: PMD
 PC no. : TFX/0899
 Factory no. : 1 PMD

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	