

GA Division	COMPUTER PREVENTIVE MAINTENANCE CHECKLIST	TMF-G0054
IT		Version 1.00

User Signature: [Signature] Date: 2023-08-11  
Conducted by: [Signature]  
Department: M-PEO  
PC no. : TFXC0990  
Factory no. : Medical

- ☐ 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: TMF-G0058

\*It is permitted to use this form in both electronic and hard copy.  
\*The user have to check and compare versions, effective date and sub master information before printing.