

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

User Signature: _____
 Conducted by: JO-ANN ARRIASO
 Department: PC
 PC no. : TFXC0845
 Factory no. : Medical Factory

Date: 2023-07-17

- ☐ 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.