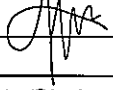


# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature:   
Conducted by: \_\_\_\_\_  
Department: WR-STRAPPING OFFICE  
PC no. : TFXC0495  
Factory no. : FACTORY 3

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:

PTSL 3

## 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: **TCF-G116**

Document No:	<b>TCF-G112</b>	VER.	<b>2</b>	<b>Toyoflex Cebu Corporation</b>	<b>RETENTION PERIOD</b>
Effectivity Date:	<b>2023-07-15</b>	Prepared by:	Checked by:	Approved by:	<b>10 YEARS</b>
		Rushky Estrera	Rey Dagatan	Amadito Ortizano	