


# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: 

Date: 2023-08-24

Conducted by: ORVINE PAUL ALMAGRO

Department: WIRE ROPE WAREHOUSE

PC no. : TFX00127

Factory no. : FACTORY 3

- ☒ 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:

PXCL 2

## 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

|                  |            |                |             |                           |                  |
|------------------|------------|----------------|-------------|---------------------------|------------------|
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