

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: 

Date: 2023-08-08

Conducted by: KNAVEN JADE PARAN

Department: GA-IT

PC no.: W/CO472

Factory no.: Factory 1

- ☒ 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:

Pass 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:      | 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          |                  |