

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: Manisa T. Manan
 Conducted by: Rushky Estreza
 Department: Spring Coil Office
 PC no. : TFXC 0856
 Factory no. : 6

Date: 2023-07-27

- ☒ 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:

N/A

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: TFJ-S16-G008

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	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFX0856

NAME OF USER: Marisa Silawan

DATE: 2023 - 07 - 27

ID NO. OF USER: 006111

DEPARTMENT: Spring Co.

FACTORY NO.: 6

SCOPE OF WORK: Preventive Maintenance

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512GB	Lenovo 20TD008PH	Samsung M471A1K43EB	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64Bit	Lenovo Thinkpad E15	11th Gen Intel(R) Core(TM) i5-1135G7 @ 2.40GHz 2.92GHz	PF3CG426

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

Rugby Esthère

IT MEMBER

MARISA SILVANO

PC USER/SIGNATURE _____

Related Documents:

TCF-G115

TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation			Retention Period
Effectivity Date:	2023-07-15	Prepared by:		Checked by:	Approved by:		10 YEARS
		SUSETTE SURBANO		REY DAGATAN	AMADITO ORTIZANO		