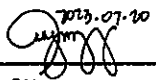


# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature:   
 Conducted by: SUSETTE SURBANO  
 Department: PC WHIPPING  
 PC no. : TFX C0920  
 Factory no. : FACTORY 5

Date: 2023-07-20

- ☐ 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:

\* FIREWALL : LEVEL m  
 + MARY ANN VISTAL / 011348

## 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	