

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: \_\_\_\_\_  
 Conducted by: Rodel James Duran  
 Department: Spring Coil / Kiosk  
 PC no. : TFXC0261  
 Factory no. : Factory 6

Date: 2023-07-19

- ☒ 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

N/A ☐ OK ☐ Not OK

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☒ OK ☐ Not OK

Check battery life

N/A ☐ OK ☐ Not OK

Others:

Kiosk Machine

## 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

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		Rushky Estrera	Rey Dagatan	Amadito Ortizano	