

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
 Conducted by: Rodel James Durarte  
 Department: T-Assy / Production  
 PC no. : TFXC0393  
 Factory no. : Factory 2

Date: 2023-07-18

- ☐ Clean Dust on CPU
- ☒ Deleting Temp/Junk Files
- ☒ Antivirus Scan
- N/A ☐ 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: Desk top computer

## 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		