| GA Division | **COMPUTER PREVENTIVE** | TMF-G0054 |
|---|---|---|
| IT | **MAINTENANCE CHECKLIST** | Version 1.00 |

User Signature: _Mej ~ 2023-08-03_        Date: _2023-08-03_
Conducted by: _Marlo Sarrosa_
Department: _IMPEX_
PC no. : _TFXC0713_
Factory no. : _Medical factory_

☐ 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:

**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: TMF-G0058

*It is permitted to use this form in both electronic and hard copy.
*The user have to check and compare versions, effective date and sub master information before printing.