

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0302/202

NAME OF USER: Reyna Mae Estreva

DATE: 2023-08-24

ID NO. OF USER: 010922

DEPARTMENT: Wire Drawing/Stranding

FACTORY NO.: 3

SCOPE OF WORK: Proactive Maintenance

LAPTOP

11

DESKTOP

☒

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
SSD 240GB	Dell 0TK4W4	SK Hynix HMT451U6BFR8A -PB	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Home & Business Home & Business	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64Bit	Dell Optiplex	Intel (R) Core(TM) i3-6100 CPU @ 3.70GHz	D556HDZ

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

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		

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushky Estrera
 Department: Wire Stranding
 PC no. : TFXL 0302/0202
 Factory no. : 3

Date: 2023-08-29

- ☒ 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:

TFXL 6302 / 0202

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	