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

User Signature: _~~Cp~~_

Conducted by: _Marlo Sarrosa_

Department: _HR_

PC no. : _TFXC0610_

Factory no. : _Medical_

Date: _2023-08-05_

☐ 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