

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
 Conducted by: Rushky J. Estera  
 Department: PC Warehouse  
 PC no. : TFX60592  
 Factory no. : 5

Date: 2023-07-24

- ☒ 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: 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	

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0542

NAME OF USER: NOEL CAPAO

ID NO. OF USER: 007926

DEPARTMENT: PC - Warehouse

FACTORY NO.: 3

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-07-24

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512 GB	Lenovo 20ND505V00	Samsung M471A5294CB0-CTD	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 BIT	Lenovo Thinkpad E590	Intel(R) Core(TM) i5-8265U CPU @ 1.60 GHz 1.80 GHz	PF1ZFG28

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

Rushky Estera

IT MEMBER

PM CONFIRMED BY:

[Signature]

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	SUSETTE SURBANO	REY DAGATAN	AMADITO ORTIZANO		10 YEARS