

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]*  
 Conducted by: SUSETTE SURBANO  
 Department: T-ASSY / PACKING  
 PC no. : TF1C0819  
 Factory no. : FACTORY 2

Date: 2020-07-17

- ☒ 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:

*\*Level 1*  
*\*EDZEL DE CHAVEZ / 008523*

## 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
Effectivity Date:	2023-07-15	Prepared by:	Checked by:	Approved by:
		Rushky Estrera	Rey Dagatan	Amadito Ortizano
				RETENTION PERIOD
				10 YEARS