

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXCD482
 NAME OF USER: John Yuri Torres
 ID NO. OF USER: 006812
 DEPARTMENT: QA
 FACTORY NO.: 1 office 1
 SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-23

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 20N8S0Q2ED	Ramaxal Technology RMA3270ME86	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64Bit	Lenovo E490	Intel(R) Core(TM) i58265U 4PM @ 1.60GHz 1.80GHz	PF1D2PMR

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	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: QA Office
 PC no. : TFXCD182
 Factory no. : 1 1

Date: 2023-08-23

- N/A ☐ Clean Dust on CPU
☒ Deleting Temp/Junk Files
☒ Antivirus Scan
☒ Disabling Hotspot
☒ Windows Update(Optional)
 N/A ☐ 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	