

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0481

NAME OF USER: FE SUEVARA

ID NO. OF USER: 005069

DEPARTMENT: Nylon Coating

FACTORY NO.: 1

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-30

LAPTOP ☒

DESKTOP ☐

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 20N8S0QE00	Ramaxel Technology	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64Bit	Lenovo Thinkpad E990	Intel(R) Core (TM) i5-8265U CPU @ 1.60GHz 1.80GHz	PF1D2RP1

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:	SUSETTE SURBANO	Checked by:	REY DAGATAN
		Approved by:	AMADITO ORTIZANO		

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: RUSHKY ESTRERA
 Department: Nylon Coating
 PC no. : TFXC0461
 Factory no. : 1

Date: 2023-08-30

- ☒ 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	