

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC4024  
 NAME OF USER: Emerald ABANIEL  
 ID NO. OF USER: 009684  
 DEPARTMENT: GA-EMS  
 FACTORY NO.: 1 office  
 SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-22

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 22E6S03000	SK Hynix	8 GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional 2021	2021
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	12th Gen Intel(R) Core(TM) i5-1235U 1.30 GHz	PF3TRZ21

PROBLEMS ENCOUNTERED

RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

Rushby Esheva

IT MEMBER

EMERALD ABANIEL

PC USER/SIGNATURE

Related Documents:

TCF-G115

TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation			Retention Period
		Prepared by:		Checked by:	Approved by:	10 YEARS	
Effectivity Date:	2023-07-15	SUSETTE SURBANO		REY DAGATAN	AMADITO ORTIZANO		

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: EMERALD ABANIEL  
 Conducted by: Rushky Estrera  
 Department: GA-EMS  
 PC no. : TFXC1029  
 Factory no. : 1 office

Date: 2023-08-22

- N/A* ☐ Clean Dust on CPU  
☒ Deleting Temp/Junk Files  
☒ Antivirus Scan  
☒ Disabling Hotspot  
*N/A* ☒ 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:

*const update due to Appexone block*

## 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	