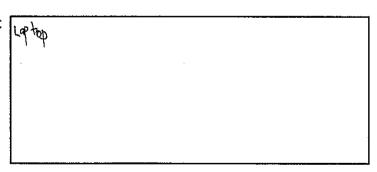
## **COMPUTER PREVENTIVE MAINTENANCE CHECKLIST**

User Signature:  Conducted by: Rushing Gathera  Department: PU - NH  PC no.: 15xcosa7  Factory no.: 5	Date: 1623-07-25
ŧ	
☑ Clean Dust on CPU	
☑ Deleting Temp/Junk Files	
☑ Antivirus Scan	
☑ Disabling Hotspot	
☑Windows Update( Optional )	
Ŋ, □ 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	

Others:

Check battery life

☑ OK ☐ Not OK



## 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 C	ebu Corporation	RETENTION PERIOD
	Prepared by:		Checked by:	Approved by:		
Efectivity Date:	2023-07-15	Rushky I	Estrera	Rey Dagatan	Amadito Ortizano	10 YEARS

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET						
PC NO.:		7				
NAME OF USER: UNITSA MARCHE DEUD C			DATE: 208 -07-25			
ID NO. OF				——————————————————————————————————————		
DEPARTMENT: PC - NH			-			
FACTORY N		<del></del>	-			
SCOPE OF WORK: Procentive Mentingnoe			-			
	LAPTOP	<b></b>	DESKTOP			
HDD/SSD/i	NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY		
WHe	512GB	Lenono 20 NBSØ5VØØ	Samsung 1471A5244CBD-CTD	4GB		
OPERAT	ING SYSTEM	VERSION	MS OFFICE	VERSION		
Windo	ws 10	Pro	Professional Plus	2019		
OS EN\	/IRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER		
69	1817	Lensovo Thinkpad E590	Infel(R) Gore (TM) 1582654 CPU  B 1.60 GHz 1.80 GHz	PF17FGØF		
	PROBLEMS ENC	OLINTERED	DECOMMENDATIONS			
	TROBEINS ENC	OGNIERED	RECOMMENDATIONS			
PM CONDUCTED BY: PM CC			PM CONFIRMED BY:			
Rushley Estreva			URESSA MALONE 125	10 <i>U</i>		
IT MEMBER			PC USER/SI			
	cuments: TCF-G115 TCF-G112		<b>†</b>			
Document No:	TCF-G116	VER. 1	Toyoflex Cebu Corporation	Retention Period		
Efectivity  Date:	2023-07-15	Prepared by: SUSETTE SURBANO	Checked by: Approved by:  REY DAGATAN AMADITO ORTIZANO	10 YEARS		