

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
Conducted by: Paran, Karen Jade
Department: HR-STR
PC no. : TFX0011
Factory no. : 3

Date: 2024-02-29

- ☒ 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 ☒ N/A

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☒ OK ☐ Not OK

Check battery life

☐ OK ☐ Not OK ☒ N/A

Others:

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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

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