

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0653
 NAME OF USER: Aldwin Olandria
 ID NO. OF USER: 005436
 DEPARTMENT: Wire Drawing
 FACTORY NO.: 3
 SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-29

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512GB	Lenovo 20RDS0000	Ramaxel Technology RMSA3270ME8	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Window 10	Pro	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64Bit	Lenovo Thinkpad E75	Intel (R) Core (TM) i5 -10210U CPU @ 1.60 GHz 2.10 GHz	PF1X4K2E

PROBLEMS ENCOUNTERED

RECOMMENDATIONS

PM CONDUCTED BY:

RUBENY ESTRERA

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: Wire Drawing
 PC no. : TFXC0653
 Factory no. : 3

Date: 2023-08-29

- ☒ 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

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☒ OK ☐ Not OK

Check battery life

☒ OK ☐ Not OK

Others:

PASL2

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	