

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

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Conducted by: SUCETTE SURBANO

Department: WR-NYLON COATING

PC no. : TEXCO211

Factory no. : FACTORY 3

- ☒ 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:

\* BATTERY CAPACITY (28,389) <sup>SINCE</sup> (AS OF) 08-24-2016  
 \* ZUMBACH 5  
 \* LEVEL 1

## 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
Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation
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		Rushky Estrera	Rey Dagatan	Amadito Ortizano
				RETENTION PERIOD
				10 YEARS