

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
 Conducted by: SUCETTE SUBBANO  
 Department: T-ACSU OFFICE  
 PC no. : TFXC1010  
 Factory no. : FACTORY 2

Date: 2023-07-18

- ☒ 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: \* Using WIFI Connection.

\* LEVEL 2

\* FLORAMA HOTEL / 012190

## 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		RETENTION PERIOD
Effectivity Date:	2023-07-15	Prepared by:		Checked by:	Approved by:	10 YEARS
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