COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: _Rolex Calimpusan_   Date: _2023-08-01_

Conducted by: _RUSHKY ESTRERA_

Department: _4B CPP frist Floor_

PC no. : _TFXCO177_

Factory no. : _4_

☑ Clean Dust on CPU
☑ Deleting Temp/Junk Files
☑ Antivirus Scan
_N/A_ ☐ Disabling Hotspot
_N/A_ ☐ Windows Update(Optional)
_N/A_ ☐ Remove/Uninstall Unwanted Program

Check Monitor/Screen for Defect
    ☑ OK   ☐ Not OK
Check Charger for Defect
    _N/A_ ☐ OK   ☐ Not OK
Check Keyboard Casing
    ☑ OK   ☐ Not OK
Check Lan Connection
    ☑ OK   ☐ Not OK
Check battery life
    _N/A_ ☐ OK   ☐ Not OK

Others: _Desktop (log)_

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
Efectivity Date:	2023-07-15	Prepared by: Rushky Estrera	Checked by: Rey Dagatan	Approved by: Amadito Ortizano	10 YEARS

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0177

NAME OF USER: Rolex Calimpusan

ID NO. OF USER: 705954

DEPARTMENT: CPP 1st floor

FACTORY NO.: 4B

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-01

LAPTOP ☐   DESKTOP ☑

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
SSD 500GB	Dell ØJ4MFV	Kingston KP4T2F-MIN	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Dell Vostro 3250	Intel(R) Core (TM) i5-6100 CPU @ 3.70GHz 3.70GHz	7LL3LG2

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
Lag Need Improvement	

PM CONDUCTED BY:

RHSHKY ESTRERA

IT MEMBER

PM CONFIRMED BY:

CALIMPUSAN, ROLEX

PC USER/SIGNATURE

Related Documents:
TCF-G115
TCF-G112