## **COMPUTER PREVENTIVE MAINTENANCE CHECKLIST**

User Signature:								
Conducted by: RUSHKY ESTRERA								
Department: PC - Shipping	_							
PC no. : The 0 6 20								
Footony no : 5								

Date: 2023-07 -24

☑ Deleting Temp/Junk Files

☑ Antivirus Scan

☑ Disabling Hotspot

₩₩ Windows Update( Optional )

N/k □ Remove/Uninstall Unwanted Program

Check Monitor/Screen for Defect

☑ OK □Not OK

Check Charger for Defect

☑ OK □Not OK

Check Keyboard Casing

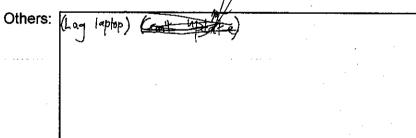
☑ OK □Not OK

Check Lan Connection

☑ OK □Not OK

Check battery life

☑ OK ☐ Not OK



## 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 C	ebu Corporation	RETENTION PERIOD
		Prepared by:		Checked by:	Approved by:	
Efectivity Date:	2023-07-15	Rushky E	strera	Rey Dagatan	Amadito Ortizano	10 YEARS

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET							
PC NO.:	TFXC O	20					
NAME OF USER: COMMON			DATE: 2023- 67-24				
ID NO. OF	USER: Com	nov					
DEPARTME	INT: PC	-Shipping	•				
FACTORY N	10.:		•				
SCOPE OF \	WORK: Phose	thive Maintenance					
	LAPTOP		DESKTOP				
HDD/SSD/N	IVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY			
NVME	512GB	Lenovo	Ramaxel Technology				
	-	(20AD)	RMSA 3270ME8	4 GB			
		10RDS08000		,			
OPERAT	ING SYSTEM	VERSION	MS OFFICE	VERSION			
Window	15  Ö	Pro	Professional Plus	2019			
OS ENV	IRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER			
64	BIT	Lenous Thipkpad E15	Intel(R) Core (TM) 15 102104 CPU @ 1.60GHz 2.10GHz	PPL X55 ZL			
PROBLEMS ENCOUNTERED			RECOMMENDATIONS				
Lag		·					
J				·			
PM CONDUCTED BY: RUSHKY ESTRERA			PM CONFIRMED BY:  FRANCIS-PACALDO				
·	IT	MEMBER	PC USER/SI	GNATURE			
i	cuments: TCF-G115 TCF-G112						
Document	TCF-G116	VER. 1	Toyoflex Cebu Corporation	Retention Period			
No: Efectivity	2023-07-15	Prepared by: SUSETTE SURBANO	Checked by: Approved by:  REY DAGATAN AMADITO ORTIZANO	10 YEARS			
Date:	L	GGGETTE GUNDAINU	THE PROPERTY AMADITO OKTIZANO	<u> </u>			