

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: OK
Conducted by: Rushky Estrera
Department: PLM of PRC
PC no. : TFX 0682
Factory no. : 4A

Date: 2023-08-07

- ☒ 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:

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: | Checked by: | Approved by: | 10 YEARS |
| | | Rushky Estrera | Rey Dagatan | Amadito Ortizano | |

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.:

FXC062

NAME OF USER:

FAMO ROSEMARIE

DATE:

ID NO. OF USER:

007717

DEPARTMENT:

PLM office

FACTORY NO.:

4A

SCOPE OF WORK:

Preventive Maintenance

LAPTOP



DESKTOP



| HDD/SSD/NVME CAPACITY | MOTHERBOARD BRAND NAME/MODEL | R A M BRAND/MODEL | R A M CAPACITY |
|-----------------------|------------------------------|---|----------------|
| NVME 512 GB | Lenovo 20RPS0B000 | Ramaxel Technology RMSA 8270ME8 | 4GB |
| OPERATING SYSTEM | VERSION | MS OFFICE | VERSION |
| Windows 10 | Pro | Professional Plus | 2019 |
| OS ENVIRONMENT | PC BRAND NAME | PROCESSOR TYPE | SERIAL NUMBER |
| 64BIT | Lenovo Thinkpad E15 | Intel(R) Core(TM) i5-10210u CPU @ 1.60GHz 2.10 GHz | PF1X3Z5Q |

| PROBLEMS ENCOUNTERED | RECOMMENDATIONS |
|----------------------|-----------------|
| | |

PM CONDUCTED BY:

PM CONFIRMED BY:

Rushby Estrera

IT MEMBER

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PC USER/SIGNATURE

Related Documents:

TCF-G115

TCF-G112

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|-------------------|------------|-----------------|---|---------------------------|------------------|--|------------------|
| Document No: | TCF-G116 | VER. | 1 | Toyoflex Cebu Corporation | | | Retention Period |
| Effectivity Date: | 2023-07-15 | Prepared by: | | Checked by: | Approved by: | | 10 YEARS |
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