

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushky Estera
 Department: Spring Coil
 PC no.: TFJC 0937
 Factory no.: 6

Date: 2023-07-26

- ☒ 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
Effectivity 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.:

TFXC0937

NAME OF USER:

Elyza Mae A. Layaguin

DATE:

2023-07-26

ID NO. OF USER:

011735

DEPARTMENT:

Spring coil - office

FACTORY NO.:

6

SCOPE OF WORK:

Practical Maintenance

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 21EG503000	Sk Hymix	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2021
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	12th Gen Intel(R) Core(TM) i5-1235U 1.30GHz	PF3TRZ4G

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

Rushby Estreva

IT MEMBER

PM CONFIRMED BY:

PC USER/SIGNATURE

PC USER/SIGNATURE

Related Documents:

TCF-G115

TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation			Retention Period
Effectivity Date:	2023-07-15	Prepared by:		Checked by:	Approved by:	10 YEARS	
		SUSETTE SURBANO		REY DAGATAN	AMADITO ORTIZANO		