

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFX0706

NAME OF USER: Ryan Mante

ID NO. OF USER: 009585

DEPARTMENT: GA - Utility

FACTORY NO.: 1 office

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-16

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512	Lenovo 20RDS0 B000	Remaxel Technology RMSA3270ME8	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	(2016) 2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	Intel (R) Core(TM) i5-10210U CPU @ 1.60 GHz 2.10 GHz	PF1XSKTB

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

[Signature]
PC USER/SIGNATURE

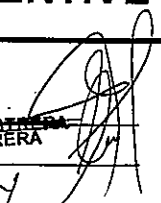
Related Documents:

TCF-G115

TCF-G112

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

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: 
Conducted by: RUSHKY ESTRERA
Department: GA - Utility
PC no. : TFXC 0706
Factory no. : 1

Date: 2023-08-16

- ☒ 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	