

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
 Conducted by: Rushky Estrera  
 Department: Spring Coil Office  
 PC no. : TFXC1112  
 Factory no. : 6

Date: 2023-07-26

- ☐ Clean Dust on CPU
- ☒ Deleting Temp/Junk Files
- ☒ Antivirus Scan
- ☒ Disabling Hotspot
- ☒ Windows Update( Optional )
- N/A ☐ 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.: TFXC0712

NAME OF USER: PAULESS MENDOZA

ID NO. OF USER: 011433

DEPARTMENT: Spring Coil office

FACTORY NO.: 6

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-07-26

LAPTOP ☒

DESKTOP ☐

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 20RDS0B000	Ramaxe! Technology RMA3270MES	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 G15	Intel(R) Core(TM) i5-10210 CPU @ 1.60 GHz 2.70GHz	PF1X59JJ

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY: Rushby Estera  
IT MEMBER

PM CONFIRMED BY: [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:	SUSETTE SURBANO	Checked by:	REY DAGATAN
		Approved by:	AMADITO ORTIZANO		10 YEARS