

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0446

NAME OF USER: Rushky Estera

DATE: 2023-07-16

ID NO. OF USER: 012255

DEPARTMENT: IT

FACTORY NO.: 1 office

SCOPE OF WORK: Preventive Maintenance

LAPTOP

☒

DESKTOP

11

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
HDD - 1TB SSD - 128GB NVMe	Asus X417FL	Samsung	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 BIT	Asus Vivobook Sonic Master	Intel(R) Core(TM) i7-8565U CPU 1.80GHz 1.99GHz	K6N0CV01J085234

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

Rushky Effera

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	

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: RUSHKY ESTRERA
 Department: IT
 PC no. : TFXC0446
 Factory no. : 1

Date: 2023-07-16

- ☒ 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:

PASL3

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