

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
Conducted by: RUSHKY ESTRERA  
Department: QA PLM  
PC no. : TFX60755  
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:

Cables Common

## 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.: 0755

NAME OF USER: ROWENA MAE ENCARNACION

DATE: \_\_\_\_\_

ID NO. OF USER: 010759

DEPARTMENT: QA PLM

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 512GB            | Lenovo<br><del>20TD50</del><br><del>20TD50FU00</del> | Contoller I - Channel A - DIMM<br>8ATF2G164H7-3G2              | 16GB           |
| OPERATING SYSTEM      | VERSION  | MS OFFICE  | VERSION        |
| Windows 10            | Pro  | Professional Plus  | 2019           |
| OS ENVIRONMENT        | PC BRAND NAME  | PROCESSOR TYPE   | SERIAL NUMBER  |
| 64BI                  | Lenovo<br>Thinkpad<br>E15                            | 11th Gen Intel(R) Core(TM)<br>i5-1135G7 @ 2.40 GHz<br>2.42 GHz | PfZW6YRB       |

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

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

PC USER/SIGNATURE

Related Documents:

TCF-G115

TCF-G112

|                   |            |                 |   |                           |  |                  |                  |
|-------------------|------------|-----------------|---|---------------------------|--|------------------|------------------|
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|                   |            | SUSETTE SURBANO |   | REY DAGATAN               |  | AMADITO ORTIZANO |                  |