GA Division	COMPUTER PREVENTIVE	TMF-G0054
IT	MAINTENANCE CHECKLIST	Version 1.00

User Signature: _D_

Date: _2023-07-31_

Conducted by: _Jo-Ann Arribado_

Department: _PE_

PC no. : _TFXC0592_

Factory no. : _Medical_

☐ 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: TMF-G0058

*It is permitted to use this form in both electronic and hard copy.
*The user have to check and compare versions, effective date and sub master information before printing.