

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]*
 Conducted by: Rodel James DUTERTE
 Department: QA-QC / Incoming
 PC no. : TFXC0308
 Factory no. : Factory B

Date: 2023-08-18

- ☒ 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

N/A ☐ OK ☐ Not OK

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☐ OK ☐ Not OK

Check battery life

N/A ☐ OK ☐ Not OK

Others:

Calls Incoming

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

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