

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: ~~Geosia H~~
 Conducted by: Rochel James Duran
 Department: GA-QA / Incoming
 PC no. : TFXC0343
 Factory no. : Factory 5

Date: 2023-07-17

- ☒ 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:	TCF-G116
Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation		RETENTION PERIOD
Effectivity Date:	2023-07-15	Prepared by:		Checked by:	Approved by:	10 YEARS
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