


COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: 
Conducted by: ORVEINE PAUL ALMAGRO
Department: SPRING COIL
PC no. : TEXCIO 6
Factory no. : FACTORY 6

Date: 2023-07-11

- ☒ 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:

PASL 3

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	
Effectivity Date:	2023-07-15	Prepared by:		Checked by:	
		Rushky Estrera		Amadito Ortizano	
		Rey Dagatan		Approved by:	
				10 YEARS	