

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

User Signature: *[Signature]*

Conducted by: *SIRILYN / MARIAN*

Department: *ACCOUNTING*

PC no. : *TFX0500*

Factory no. : *MEDICAL*

Date: *2024-06-09*

☐ 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.