

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]*  
 Conducted by: ORVINE PAUL ALMAGRO  
 Department: CRP 1st Floor  
 PC no. : FX00173  
 Factory no. : 4B

Date: 2023-07-25

- ☒ Clean Dust on CPU
- ☒ Deleting Temp/Junk Files
- ☒ Antivirus Scan
- N/A* ☐ Disabling Hotspot
- N/A* ☐ Windows Update( Optional )
- N/A* ☐ 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:

*Desktop*

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