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

User Signature: _S. _

Date: 2023-08-17

Conducted by: SHEILA MAUNGA

Department: FILMEC (ASSY/PR)SPGW

PC no. : TFXC0810

Factory no. : MEDICAL FACTORY

☐ 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.