## **COMPUTER PREVENTIVE MAINTENANCE CHECKLIST**

Conducted by: KNAVEN JADE PARAN Department: WR Ware base PC no.: Texce 916 Factory no.: Tex	User Signature: Johnson	Date:
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☐ 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	Department: WR Warchouse	
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## 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 Ce	bu Corporation	RETENTION PERIOD
Efectivity Date: 2023-07-15	Prepared by:		Checked by: Approved by:			
	Rushky E	Estrera	Rey Dagatan	n Amadito Ortizano	10 YEARS	