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

User Signature: _~~Q 2023-08-09~~_   Date: _2023-08-01_
Conducted by: _Marlo Sarrosa_
Department: _Accounting_
PC no. : _TFXC1030_
Factory no. : _Medical_

☐ 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.