

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0813

NAME OF USER: Shainah Mae Apostadero

DATE: 2023-08-24

ID NO. OF USER: 012493

DEPARTMENT: Q¹

FACTORY NO.: 1 OFFICE

SCOPE OF WORK: Preventive Maintenance

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 20TDS0FU00	Micron 8ATF2G64H2-3G2	16GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Window 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	11 th Gen Intel(R) Core(TM) i5-1135G7 @ 2.40GHz 2.42GHz	PF2W63HJ

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
11	11

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

PC USER/SIGNATURE

Related Documents:

TCF-G115

TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation			Retention Period
Effectivity Date:	2023-07-15	Prepared by:		Checked by:		Approved by:	10 YEARS
		SUSETTE SURBANO		REY DAGATAN		AMADITO ORTIZANO	

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushky Estrera
 Department: QA
 PC no. : TFXC0813
 Factory no. : 1

Date: 2023-08-14

- ☒ 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: TFJ-S16-G008

Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation	RETENTION PERIOD
Effectivity Date:	2023-07-15	Prepared by:	Checked by:	Approved by:	10 YEARS
		Rushky Estrera	Rey Dagatan	Amadito Ortizano	