

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

User Signature:


Date:
2023-08-09

Conducted by:
Marlo Sarros

Department:
HR

PC no. :
JFXC0836

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.