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

User Signature:_____  
Conducted by:_____  
Department:___PR_____  
PC no. :____TFXC0325_____  
Factory no. :___Medical_____

Date:___2023-08-10___

☐ 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