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

User Signature: _____ Date: 2023-08-09

Conducted by: JO-ANN ARRIBADO

Department: ACCOUNTING

PC no. : TFXC0786

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.