COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: _CONIE VB. DOBLAS_

Date: _2023-07-18_

Conducted by: _RUSHKY ESTRERA_

Department: _T-ASSY / Tungsten_

PC no. : _IFXC0662_

Factory no. : _2_

☑ 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	
Efectivity Date:	2023-07-15	Prepared by: Rushky Estrera		Checked by: Rey Dagatan	Approved by: Amadito Ortizano	**10 YEARS**	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC 0662

NAME OF USER: Conie Doblas

ID NO. OF USER: TFc6495

DEPARTMENT: T-Assy / Tungsten

FACTORY NO.: 2

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-07-15

LAPTOP ☑   DESKTOP ☐

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512GB	Lenovo 2019 20RDS0B000	Ramaxel Technology RMSA3270ME8	4GB

OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2019

OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64Bit	Lenovo Thinkpad E15	Intel (R) Core (TM) i5-10210U cpu @ 1.60 GHz 2.10 GHz	PF1X4M7E

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

RUSHKY ESTRERA

IT MEMBER

PM CONFIRMED BY:

conie D. Doblas

PC USER/SIGNATURE

Related Documents:
TCF-G115
TCF-G112

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