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

User Signature: _＿Tgel＿_   Date: _2023-08-07_

Conducted by: _STELLA MALINUIN_

Department: _PE_

PC no. : _TFXC0372_

Factory no. : _MEDICAU_

☑ 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.