

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: RUSHKY ESTRERA
 Department: CDP QA QC 2nd floor
 PC no. : FFX60054 PC - 59
 Factory no. : 4B second floor

Date: 2023-08-02

- ☒ Clean Dust on CPU
- ☒ Deleting Temp/Junk Files
- ☒ Antivirus Scan
- ~~N/A~~ ☐ Disabling Hotspot
- ~~N/A~~ ☐ Windows Update(Optional)
- ~~N/A~~ ☐ Remove/Uninstall Unwanted Program

Check Monitor/Screen for Defect

☐ OK ☒ Not OK

Check Charger for Defect

~~N/A~~ ☐ OK ☐ Not OK

Check Keyboard Casing

~~N/A~~ ☐ OK ☐ Not OK

Check Lan Connection

☒ OK ☐ Not OK

Check battery life

~~N/A~~ ☐ OK ☐ Not OK

Others:

Change Monitor

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:	Checked by:	Approved by:	10 YEARS
		Rushky Estrera	Rey Dagatan	Amadito Ortizano	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: PC- 59

NAME OF USER: Joan O. Gloria

ID NO. OF USER: 5799

DEPARTMENT: CPP QAQC Second floor

FACTORY NO.: 4B Second floor

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-02

LAPTOP ☐

DESKTOP ☒

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
SSD 240GB	(ASUS) ASUS P5G41T-M LX3	Sk Hynix HMT425u6AFRLC-PB	2GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2013
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	ASUS P5G41T-M LX3	Pentium(R) Dual-core cpu E5700 @ 3.00GHz	N/A

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

JOAN GLORIA

PC USER/SIGNATURE

Related Documents:

TCF-G115

TCF-G112

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