

GA Division	<b>COMPUTER PREVENTIVE MAINTENANCE CHECKLIST</b>	TMF-G0054
IT		Version 1.00

  

User Signature: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Department: PR

PC no. : TFXC 0865

Factory no. : Medical

Date: 2023-08-19

  

☐ 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.