

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0672

NAME OF USER: AILYNE

DATE: 2023-08-15

ID NO. OF USER: 012340

DEPARTMENT: GA - EMS

FACTORY NO.: 1 office

SCOPE OF WORK: Preventive Maintenance

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	lenovo 20RDS0B000	Ramaxe! Technology RMA3270 MEX	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	PF1X4MB1

PROBLEMS ENCOUNTERED

RECOMMENDATIONS

PM CONDUCTED BY:

RUSHY ESTRERA

IT MEMBER

PM CONFIRMED BY:

AILYNE

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	10 YEARS
				Approved by:	AMADITO ORTIZANO	

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushky Estreza
 Department: GA-EMS
 PC no. : TFXC 0672
 Factory no. : 1 office

Date: 2023-08-15

- N/A ☐ Clean Dust on CPU
☒ Deleting Temp/Junk Files
☒ Antivirus Scan
☒ Disabling Hotspot
☒ Windows Update(Optional)
 N/A ☐ 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:

PASL 3

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