

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: James Doyere
 Conducted by: RODEL JAMES DOYERE
 Department: QA-QC / incoming
 PC no. : TFXC 0345
 Factory no. : FACTORY 5

Date: 2023-07-18

- ☒ 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

N/A ☒ OK ☐ Not OK

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☐ OK ☐ Not OK

Check battery life

N/A ☒ OK ☐ Not OK

Others: coulds incoming PC

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 | |