

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXCD93D

NAME OF USER: GENEVIEVE DACULLO

DATE: 2023-08-23

ID NO. OF USER: 8423

DEPARTMENT: Nylon Coating

FACTORY NO.: 1

SCOPE OF WORK: Preventive Maintenance

LAPTOP



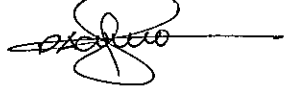
DESKTOP



| HDD/SSD/NVME CAPACITY | MOTHERBOARD BRAND NAME/MODEL | R A M BRAND/MODEL | R A M CAPACITY |
|-----------------------|------------------------------|--|----------------|
| NVMe 512GB | lenovo 21E6503000 | sk Hynix | 8GB |
| OPERATING SYSTEM | VERSION | MS OFFICE | VERSION |
| Window 10 | Pro | Professional Plus | 2021 |
| OS ENVIRONMENT | PC BRAND NAME | PROCESSOR TYPE | SERIAL NUMBER |
| 64 Bit | Lenovo Thinkpad E15 | 12 th Gen Intel(R) Core(TM) i5-1235U 1.30GHz | PF3TVG1BC |

| PROBLEMS ENCOUNTERED | RECOMMENDATIONS |
|----------------------|-----------------|
| | |

PM CONDUCTED BY: RUSHKY ESTRERA
IT MEMBER


PM CONFIRMED BY: 
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 |

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: 
 Conducted by: RUSHKY ESTRERA
 Department: Nylon Coating
 PC no. : TXC 0930
 Factory no. : 1

Date: 2023-08-28

- ~~N/A~~ ☐ Clean Dust on CPU
☒ Deleting Temp/Junk Files
☒ Antivirus Scan
☒ 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

☒ 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: **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 | |