

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

User Signature: *[Signature]* 2023-07-27  
 Conducted by: JO-ANN ARRIABADO  
 Department: PC/IMPEX  
 PC no. : TFXC0883  
 Factory no. : MEDICAL FACTORY

Date: 2023-07-26

- ☐ 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.