

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC1009

NAME OF USER: Irene Pasaporte

ID NO. OF USER: 02157

DEPARTMENT: Nylon Coating

FACTORY NO.: 1

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-24

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 21E6S030000	Sk Hynix	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 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	PF3TRZ3L

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
Minor Damage (-)	

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

[Signature]
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: [Signature]
Conducted by: Rushky Estrera
Department: Nylon Coating
PC no. : TFXC1009
Factory no. : 1

Date: 2023-07-24

- ☒ 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: **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	