

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFX0931

NAME OF USER: Roldan Escarpe

ID NO. OF USER: 100801

DEPARTMENT: GA - Safety

FACTORY NO.: 1

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-25

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 21E6S00000	SK Hynix	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2021
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	12th Gen Intel(R) Core(TM) i5-1235U 1.30GHz	PF3TRTHC

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

2023-09-19
[Signature]
PC USER/SIGNATURE

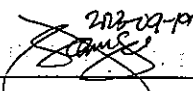
Related Documents:

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: 
 Conducted by: RUSHKY ESTRERA
 Department: GA - Safety
 PC no. : TFXC0931
 Factory no. : 4

Date: 2023-08-15

- ☐ 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:

Post

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	