

GA Division	COMPUTER PREVENTIVE MAINTENANCE CHECKLIST	TMF-G0054
IT		Version 1.00

User Signature: Yafmin

Conducted by: STELLA MANJON

Department: ACCOUNTING

PC no. : TFKC 0421

Factory no. : MEPCAU

Date: 2023-08-09

☐ 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.