

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]  
Conducted by: KNAVEN JADE PARAN  
Department: QC T-assy  
PC no. : TFXC0341  
Factory no. : 2

Date: 2023-07-17

- ☐ 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: |            |                |             |                           | TCF-G116         |
| Document No:       | TCF-G112   | VER.           | 2           | Toyoflex Cebu Corporation | RETENTION PERIOD |
| Efectivity Date:   | 2023-07-15 | Prepared by:   | Checked by: | Approved by:              | 10 YEARS         |
|                    |            | Rushky Estrera | Rey Dagatan | Amadito Ortizano          |                  |