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

User Signature: _____

Conducted by: _____

Department: _Accounting_

PC no. : _TFXC0503_

Factory no. : _Medical_

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.

*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.