

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXCOT80

NAME OF USER: Alick Pagobo

ID NO. OF USER: 11137

DEPARTMENT: HR-ER

FACTORY NO.: 1 office

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-22

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVMe 512GB	Lenovo 20TDS0FUD0	Micron 8ATF2G64HZ-3G2	16 GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 Bit	Lenovo Thinkpad E15	11 th Gen Intel (R) Core (TM) i5-1135G7 @ 2.40 GHz	PF2W1X5

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY: Rushly Estera

IT MEMBER

PM CONFIRMED BY: A. Pagobo 2023-08-22

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	SUSETTE SURBANO	REY DAGATAN	AMADITO ORTIZANO	10 YEARS		

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
Conducted by: RUSHKY ESTRERA
Department: HR-ER
PC no. : 0780
Factory no. : 1 Office

Date: 2023-08-22

- ☒ 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	