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

User Signature: _2023-08-11_ _Syff_   Date: _2024-08-10_

Conducted by: _SHEILA MALINGIN_

Department: _PR_

PC no. : _T.FYC W54_

Factory no. : _MEDICAL_

☐ 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.