

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: KNAVEN JADE PARAN
 Department: CPP 1st floor
 PC no.: TFXCO 119
 Factory no.: 4B

Date: 2023-07

- ☒ 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

MA ☐ OK ☐ Not OK

Check Keyboard Casing

☒ OK ☐ Not OK

Check Lan Connection

☒ OK ☐ Not OK

Check battery life

N/A ☐ OK ☐ Not OK

Others:

Must bring this following tools to perform the Computer Preventive Maintenance (CPM), the tools are screwdriver, brush, blower, eraser, crimper and RJ45.

TCF-G112	VER.	2	Related Documents:		TCF-G116
2023-07-15	Prepared by:	Toyoflex Cebu Corporation		RETENTION PERIOD	
	Rushky Estrera	Checked by:	Approved by:	10 YEARS	
		Rey Dagatan	Amadito Ortizano		