COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: _____ Date: 2023-08-09

Conducted by: ___RUSHKY ESTRERA___

Department: ___Mold Maintenance___

PC no. : ___TFXC0063___

Factory no. : ___4A___

- ☑ Clean Dust on CPU
- ☑ Deleting Temp/Junk Files
- ☑ Antivirus Scan
- N/A ☐ Disabling Hotspot
- N/A ☐ Windows Update(Optional)
- N/A ☐ Remove/Uninstall Unwanted Program

Check Monitor/Screen for Defect
　　　☑ OK　☐ Not OK

Check Charger for Defect
　　N/A ☐ OK　☐ Not OK

Check Keyboard Casing
　　　☑ OK　☐ Not OK

Check Lan Connection
　　　☑ OK　☐ Not OK

Check battery life
　　N/A ☐ OK　☐ Not OK

Others:

| Desktop Lag - Cmos Battery Defective |
| Must Change Cmos Battery |

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
Efectivity Date:	2023-07-15	Prepared by:　Rushky Estrera	Checked by:　Rey Dagatan	Approved by:　Amadito Ortizano	**10 YEARS**

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: _TFX<0063_

NAME OF USER: _Joel Abayon_ DATE: _____

ID NO. OF USER: _0060056_

DEPARTMENT: _Mold Maintenance_

FACTORY NO.: _NA_

SCOPE OF WORK: _Preventive Maintenance_

LAPTOP ☐   DESKTOP ☑

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
SSD 240GB	Dell 0+1D1D	SK Hynix HTM425116AFR6C-PB	4GB

OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Window 10	Pro	Home & Business	2013

OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Dell Vostro 3800	Intel (R) Pentium (R) CPU G3240 @ 3.10GHz 3.10 GHz	37C8F22

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
Lag	CMOS Battery Change

PM CONDUCTED BY: PM CONFIRMED BY:

RUSHKY ESTRERA

_____   _____
IT MEMBER   PC USER/SIGNATURE

Related Documents:
TCF-G115
TCF-G112

Document No:	TCF-G116	VER.	1	Toyoflex Cebu Corporation			Retention Period
Efectivity Date:	2023-07-15	Prepared by: SUSETTE SURBANO		Checked by: REY DAGATAN	Approved by: AMADITO ORTIZANO		10 YEARS