

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

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Conducted by: ORVEINE PAUL ALMAGRO
Department: T-ASSY OFFICE
PC no. : TFXC0929
Factory no. : FACTORY 2

Date: 2022-07-19

- ☒ 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.

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|--------------------|------------|----------------|---|---------------------------|------------------|------------------|
| Related Documents: | | | | | | TCF-G116 |
| Document No: | TCF-G112 | VER. | 2 | Toyoflex Cebu Corporation | | RETENTION PERIOD |
| Effectivity Date: | 2023-07-15 | Prepared by: | | Checked by: | Approved by: | 10 YEARS |
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