

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]*
 Conducted by: Rushky Estrera
 Department: CPP Second Floor Office
 PC no. : Fxc 0681
 Factory no. : 4B Second Floor

Date: 2023-08-01

- ☒ 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	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: 631

NAME OF USER: Jocelyn Desuyo

DATE: 2023-08-01

ID NO. OF USER: 5045

DEPARTMENT: PP 2nd floor office

FACTORY NO.: 4B second floor

SCOPE OF WORK: Preventive Maintenance

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512GB	Lenovo 20RDS0B000	Reimaxel Technology RMSA3270ME8	9GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 11	Pro	Professional Pro	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	lenovo Thinkpad E15	Intel(R) Core(TM) i5-10210U CPU @ 1.60GHz 2.10GHz	PFA1X3LHT

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY: Rushby Estera
IT MEMBER

PM CONFIRMED BY: jdd
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	Prepared by: SUSETTE SURBANO		Checked by: REY DAGATAN		Approved by: AMADITO ORTIZANO	10 YEARS