

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFX C0139

NAME OF USER: #1 Autocad PMD

DATE: 2023-08-23

ID NO. OF USER: Common

DEPARTMENT: PMD

FACTORY NO.: 1 PMD

SCOPE OF WORK: Preventive Maintenance

LAPTOP

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DESKTOP

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HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
HDD 1TB	HP 8061	Sk Hynix HM461U6AFR8N-TF	4GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2016
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 BIT	HP ProDesk 400G3 MT	Intel(R) Core(TM) i5-6500 CPU @ 3.20GHz 3.19GHz	SGH617RR52

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
Lag	HDD to SSD

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

2023-08-14
PETER ROMANILLOS

IT MEMBER

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	SUSETTE SURBANO	REY DAGATAN	AMADITO ORTIZANO	10 YEARS

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: _____

Date: 2023-08-23

Conducted by: RUSHKY ESTRERA

Department: PMI

PC no. : TFXC0139

Factory no. : 1 PMI

- ☒ 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:

HDD to SSD

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	