

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]*  
 Conducted by: KNAVEN JADE PARAN  
 Department: QA CPP  
 PC no. : 7EXC 011  
 Factory no. : 4B

Date: 2024-07-25

- ☒ 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

*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:

## 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: TCF-G116

Document No:	TCF-G112	VER.	2	Toyoflex Cebu Corporation	RETENTION PERIOD
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		Rushky Estrera	Rey Dagatan	Amadito Ortizano	