


COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: 
 Conducted by: ORVEINE PAUL ALMAGRO
 Department: WE OFFICE NYLON COATING
 PC no. : TFXC0849
 Factory no. : FACTORY 3

Date: 2023-02-24

- ☒ 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:

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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**

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