

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0902

NAME OF USER: Lady Charisse Pugoy

DATE: 2023-08-16

ID NO. OF USER: 011720

DEPARTMENT: GA-CA

FACTORY NO.: 1 1

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 20TD008BPH	Samsung M471A1K43EB	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	Intel(R) Core (TM) i5 -1135G7 11 th Gen @ 2.40GHz 2.42GHz	PF3CG1458

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
/	/

PM CONDUCTED BY:
Rushky Estera
IT MEMBER

PM CONFIRMED BY:
Lady Charisse Pugoy
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

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: Lady Charisse Pugno
 Conducted by: Rushky Estrera
 Department: GA-GA
 PC no. : TFXC0902
 Factory no. : 1 office

Date: 2023-08-16

- ☒ 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	