GA Division	**COMPUTER PREVENTIVE**	TMF-G0054
IT	**MAINTENANCE CHECKLIST**	Version 1.00

User Signature:_____   Date: _2023 - 07- 19_

Conducted by: _JO-ANN   ARRIBADO_

Department: _PR/ PS / PE_

PC no. : _TFXC0750_

Factory no. : _Medical factory_

☐ 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: TMF-G0058