

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]*  
Conducted by: RUSHKY ESTRERA  
Department: T-ASSEY office  
PC no. : TFX00680  
Factory no. : 2

Date: 2023-07-19

- ☒ 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:

*Laptop*

## 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	

# COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC0680

NAME OF USER: Hanna Lee Jujan

DATE: 2023-07-19

ID NO. OF USER: 007961

DEPARTMENT: T-ASSY - office

FACTORY NO.: 2

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 (SSD) 512GB	Lenovo 20RDS08000	Ramaxel Technology RMSA 3270 ME8	4GB
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) i5-10210U CPU @ 1.60 GHz 2.10 GHz	PF1X57NZ

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER

Hanna Lee Jujan

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:		Checked by:		Approved by:	10 YEARS
		SUSETTE SURBANO		REY DAGATAN		AMADITO ORTIZANO	