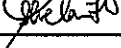


COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: 
Conducted by: KNAVEN JADE PARAN
Department: Field Maintenance
PC no. : 7FXC0928
Factory no. : 4A

Date: 2023-07-28

- ☒ 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:

pass

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 |
| Effectivity Date: | 2023-07-15 | Prepared by: | Checked by: | Approved by: | 10 YEARS |
| | | Rushky Estrera | Rey Dagatan | Amadito Ortizano | |