

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: *[Signature]* ²⁰²³⁻⁰⁷⁻¹⁹
 Conducted by: SUSETTE SURBANO
 Department: PC/SHIPPING
 PC no. : TFXCO921
 Factory no. : FACTORY 5

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:

* FIREWALL : LEVEL 3
 * MONA GEE GONZA / 011194

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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