

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: (TFX0004) TFXC1004

NAME OF USER: Joan Casul

DATE: 2023-08-22

ID NO. OF USER: 012155

DEPARTMENT: HR

FACTORY NO.: 1 office 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 2166503000	SK Hynix	8GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Professional Plus	2021
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E15	12th Gen Intel(R) Core(TM) i5-1235U 1.30GHz	PF3TVP29

PROBLEMS ENCOUNTERED

RECOMMENDATIONS

1)

1)

PM CONDUCTED BY:

Rushky Estera

IT MEMBER

PM CONFIRMED BY:

Joan Casul

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	

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]

Date: 2023-08-22

Conducted by: Rushky Estrera

Department: HR

PC no. : TFX4001 - TFXC1004

Factory no. : 1 - office

- ☒ 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	