COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXC 0081

NAME OF USER: Solid Works

ID NO. OF USER: Common

DEPARTMENT: PMD

FACTORY NO.: 1 oPMD

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-23

LAPTOP ☐   DESKTOP ☑

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
SSD 240GB HDD 500GB HDD 2TB HPD 2TB	Hewlett-Packard 242B	Samsung M393A2G40DB0-CPB	16 GB

OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	Pro	Standard	2013

OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64 BIT	Hewlett-Packard HP Z440 Workstation	Intel (R) (Core(TM)) Xeon (R) E5-1620 v3 @ 3.50GHz 3.50GHz	SGH533QZSV

PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

RUSHKY ESTRERA

IT MEMBER

PM CONFIRMED BY:

2023-09-14

PETER ROMANILLOS

PC USER/SIGNATURE

Related Documents:
TCF-G115
TCF-G112

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: _____
Conducted by: __RUSHKY ESTRERA__

Date: 2023-08-23

Department: _____PMD_____

PC no. : _____TFXC0081_____

Factory no. : _1PMD_____

☐ Clean Dust on CPU
☑ Deleting Temp/Junk Files
☑ Antivirus Scan
N/A ☐ Disabling Hotspot
N/A ☐ Windows Update(Optional)
N/A ☐ Remove/Uninstall Unwanted Program

Check Monitor/Screen for Defect
    ☑ OK   ☐Not OK
Check Charger for Defect
    N/A ☐ OK   ☐Not OK
Check Keyboard Casing
    ☑ OK   ☐Not OK
Check Lan Connection
    ☑ OK   ☐Not OK
Check battery life
    N/A ☐ 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
Efectivity Date:	2023-07-15	Prepared by: Rushky Estrera		Checked by: Rey Dagatan	Approved by: Amadito Ortizano	**10 YEARS**