

# COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: \_\_\_\_\_  
 Conducted by: Rodel James DUCERIE  
 Department: Spring coil / Time chime computer  
 PC no. : TFXC 0169  
 Factory no. : Factory 6

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:

Time Chime Computer

## 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

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