

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: TFXCO484
 NAME OF USER: Mary Joy Calago
 ID NO. OF USER: 006953
 DEPARTMENT: GA-GA
 FACTORY NO.: 1 office
 SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-16

LAPTOP ☒

DESKTOP ☐

HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
NVME 512GB	Lenovo 20N8S0QE00	Ramaxe1 Technology RMSA3270HE86	4 GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Window 10	Pro	Professional Plus	2019
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Lenovo Thinkpad E490	Intel(R) core(TM) i5-8265U CPU @ 1.60GHz 1.80GHz	PF1DZPN9

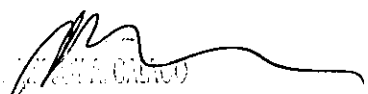
PROBLEMS ENCOUNTERED	RECOMMENDATIONS

PM CONDUCTED BY:

PM CONFIRMED BY:

RUSHKY ESTRERA

IT MEMBER



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:	SUSETTE SURBANO	Checked by:	REY DAGATAN
				Approved by:	AMADITO ORTIZANO

10 YEARS

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
Conducted by: Rushky Estrera
Department: GA-GA
PC no. : TFX0484
Factory no. : 1 office

Date: 2023-08-16

- ☒ 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:

cannot update to Win11 because of apoxone

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	