COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: _____   Date: _____

Conducted by: _____KHAVEN JADE PARAN_____

Department: _WR Warehouse_

PC no. : _TFXC0916_

Factory no. : _Factory 3_

☑ 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:
    Pass 3

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
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**