

COMPUTER PREVENTIVE MAINTENANCE CHECKLIST

User Signature: [Signature]
 Conducted by: Rushky J Estera
 Department: CPP QA QC 2nd floor
 PC no. : TFX0062
 Factory no. : 4B 2nd floor

Date: 2023-08-03

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

N/A
N/A
N/A

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: QA Common (Highly Manila Line 2)

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	

COMPUTER PREVENTIVE MAINTENANCE DATA SHEET

PC NO.: 62

NAME OF USER: Joan O. Gloria

ID NO. OF USER: 5799

DEPARTMENT: CPP QAQC 2nd floor

FACTORY NO.: 4B 2nd floor

SCOPE OF WORK: Preventive Maintenance

DATE: 2023-08-63

LAPTOP



DESKTOP



HDD/SSD/NVME CAPACITY	MOTHERBOARD BRAND NAME/MODEL	R A M BRAND/MODEL	R A M CAPACITY
#HDD 500	Dell 01010	Sk Hynix HMT425U6AFR66-PB	2GB
OPERATING SYSTEM	VERSION	MS OFFICE	VERSION
Windows 10	PPR	Standard	2013
OS ENVIRONMENT	PC BRAND NAME	PROCESSOR TYPE	SERIAL NUMBER
64BIT	Dell Vostro 3800	Intel(R) Pentium(R) CPU G3240 @ 3.10 GHz 3.10 GHz	akD8F22

PROBLEMS ENCOUNTERED	RECOMMENDATIONS
Log	HDD to SSD

PM CONDUCTED BY:

RUSHKY ESTRERA

IT MEMBER

PM CONFIRMED BY:

JOAN GLORIA

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	SUSETTE SURBANO	REY DAGATAN	AMADITO ORTIZANO		10 YEARS