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| GA Division | COMPUTER PREVENTIVE MAINTENANCE CHECKLIST | TMF-G0054 |
| IT | | Version 1.00 |

User Signature: *[Signature]* 2023-07-19

Conducted by: MARLO SARROSA

Department: IE

PC no. : TFXC 0833

Factory no. : Medical factory

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:

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: TMF-G0058

*It is permitted to use this form in both electronic and hard copy.

*The user have to check and compare versions, effective date and sub master information before printing.