

Computer Maintenance Checklist

Recommended by PCTechBytes.com

Date: _____

Device _____ S/N _____

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Computer Hardware Maintenance

_____ Check to make sure the computer, monitor and printer are all plugged into a surge protector.

_____ Take a moment to jot down all makes, models and serial numbers of the computer components so the client has them in case a repair is needed or there is some other type of emergency.

_____ Wipe down the monitor, keyboard and mouse with alcohol-free wipes.

_____ Flip keyboard over and shake out debris. Blow out keys and mouse using canned compressed air.

_____ Clean external intake grills in the front and in the back of the PC with compressed air. Be sure to get the power supply grill and exhaust fan.

_____ Unplug and open the case. Use compressed air to remove dust and debris from internal fans and case.

_____ Check power and ribbon cable connections to devices, make sure cables provide unobstructed airflow.

_____ (Optional) Clean optical drives with CD / DVD lens cleaner.

Computer Software Maintenance

_____ Run Windows Update if the computer is not already configured to obtain these updates automatically.

_____ Update virus definitions or install an antivirus if the computer needs one. Our free recommendation is Microsoft Security Essentials.

_____ Locate and remove old programs or trial software.

_____ Update web browser to current version.

_____ Clean browser temp files. In IE, open browser and click Tools, then Internet Options. Under the General tab, click Delete under Browsing History for more options.

_____ Run Disk Cleanup to remove temporary files and empty Recycle Bin. Start>All Programs>Accessories>System Tools>Disk Cleanup.

_____ After Disk Cleanup, run Disk Defragmentor from same location.

_____ Backup data—pictures, movies, music and email to an external device.

Maintenance performed by: _____

Phone: _____

Additional notes: