

# PC Maintenance Checklist

By Alex Strickland

- PC Maintenance
  - Run anti-virus scan on a daily basis.
  - Check for updates to anti-virus and anti-spyware software for the latest virus definitions, and run a scan.
  - Make a backup copy of all critical data.
  - Check that you have enough free disk space.
  - Remove any applications you don't need.
  - Use a clean up tool to clear out cached and temporary files.
  - Remove unnecessary startup programs.
  - Periodically empty the recycle bin.
  - Defragment all drives.
  - Change all passwords periodically to protect yourself against identity theft.
  - Check all PC cables are correctly plugged in securely.
  - Create or update the boot disk.
  - Make sure the hardware works.
- Hardware Maintenance
  - Turn your PC off and unplug it.
  - Open up the case of your PC.
  - Use canned air to blow away the accumulated dirt and dust.
  - Be sure to blow the dust out from a variety of angles, to be sure you clean out the hidden areas.
  - Remove dust from all fans.
  - To loosen debris and grime use foam rubber swabs.
  - Do not to use brushes, cotton swabs, or pieces of cloth, because they can leave a residue and produce static charges.
  - Do not use any kind of fluid at all, cleaning fluid or otherwise.
  - Clear dust and grime accumulated in your power supply by spraying air through all the supply's vent openings.
  - Spray the cable connections.
  - Spray between the cracks of the keyboard.
  - Turn the keyboard upside down to enable the particles to fall out.

- Clean the monitor with a screen cleaner that counters static buildup.