

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.