PC Maintenance Checklist

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# Tasks:

☐ **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.**