

# PC Maintenance Checklist

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## 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.