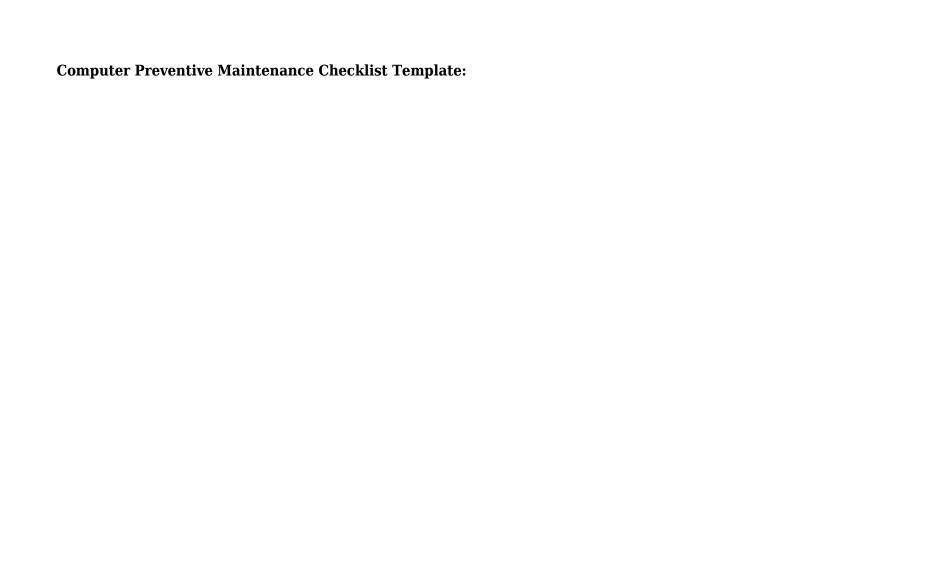
Computer Maintenance Checklist

Hardware Maintenance:	
[] Physically inspect for damage, loose cables [] Clean the computer and peripherals. [] Remove dust and debris from inside using [] Assess hardware upgrades (e.g., RAM, har [] Inspect and clean peripheral devices (e.g.,	compressed air. rd drive).
Software Maintenance:	
[] Install operating system updates and patch [] Update antivirus software and run a full sys [] Update and patch all software applications. [] Regularly back up important data. [] Perform disk cleanup to optimize storage. [] Review and update security settings and page [] Organize files and folders for efficient data	asswords.
Performance Testing:	
[] Run system performance tests or diagnosti [] Test internet speed and connection stability	
Backup and Recovery:	
[] Ensure there's a data recovery plan. [] Test data recovery procedures.	
Security Checks:	
[] Confirm the firewall is active and configured [] Verify that security software is functioning. [] Monitor for security alerts and threats.	d correctly.
Documentation:	
[] Maintain records of all maintenance activities	es.
Signatures:	
Computer Owner/Responsible Person:	Date:



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R Bogdan



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