

Computer Maintenance Checklist

Hardware Maintenance:

- ☐ Physically inspect for damage, loose cables, or components.
- ☐ Clean the computer and peripherals.
- ☐ Remove dust and debris from inside using compressed air.
- ☐ Assess hardware upgrades (e.g., RAM, hard drive).
- ☐ Inspect and clean peripheral devices (e.g., mouse, keyboard, printer).

Software Maintenance:

- ☐ Install operating system updates and patches.
- ☐ Update antivirus software and run a full system scan.
- ☐ Update and patch all software applications.
- ☐ Regularly back up important data.
- ☐ Perform disk cleanup to optimize storage.
- ☐ Review and update security settings and passwords.
- ☐ Organize files and folders for efficient data retrieval.

Performance Testing:

- ☐ Run system performance tests or diagnostics.
- ☐ 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 correctly.
- ☐ Verify that security software is functioning.
- ☐ Monitor for security alerts and threats.

Documentation:

- ☐ Maintain records of all maintenance activities.

Signatures:

Computer Owner/Responsible Person: _____ Date: _____

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M Tight



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