

## **Computer Maintenance Checklist**

### **At system setup**

1. Install a surge suppressor/emergency shutdown power strip
  2. Register your software products
  3. Schedule automated updates
  4. Read the maintenance section of your manual
  5. Set up your email to auto-archive older messages
  6. Install anti virus software
  7. Install anti-spyware software
  8. Put your software drivers secure in a pocket sleeve 3 ring binder
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### **Weekly**

1. Run a disk scan to check for hard drive issues
  2. Run a defragmentation program
  3. Run a clean up to delete unneeded files
  4. Back up your files to a remote location
  5. Empty your recycle bin
  6. Delete your Internet files
  7. Clear your browsing history
  8. Delete your cookies
  9. Update your virus definitions
  10. Run a full virus scan
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### **Monthly**

1. Check for updates
  2. Delete/uninstall unneeded or unused programs
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### **Quarterly**

1. Clean your keyboard
  2. Clean your monitor
  3. Clean your peripherals
  4. Rebuild your desktop
  5. Change all your passwords
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### **Yearly**

1. Renew your software update and anti virus subscriptions
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