

Computer Maintenance Schedule...

Process:

To methodically backup your important data and to ensure your computer is operating properly and safely on a regular basis.

Reasoning:

Unless you keep your computer tuned up and operating safely, you will probably lose important data and photos. Use the checklist below to make sure you don't forget anything. Print one off for each month of the year.

Checklist for the month of _____, 20__:

Daily:

- * Scan for viruses
- * Back up most important data when adding more to disk (like photos) [NOTE :if you're using Photoshop Elements, it will prompt you and provide an easy method to backup your photos regularly to external media]
(* can also be set to run automatically with 3rd. party software)

Weekly:

- Clean CRT screen (also wipe with well-used Bounce sheets frequently)
- * Defragment hard disks
- Scan disk/s for malware using Malware Bytes Anti-malware
- Ensure your anti-virus software is up-to-date
- Check for updates to your other software using a program like Secunia Online Software Inspector
(* can also be set to run automatically with 3rd. party software)

Monthly:

- Check hard disk/s and remove unnecessary files using software like CCleaner
- Use CCleaner to trim down the Startup programs to eliminate un-necessary ones
- Check hard disk/s for registry errors and remove them using software like CCleaner
- Update virus definition files & make sure they are updating automatically
- Perform a complete manual virus/Trojan scan
- Check power protection devices to ensure they are still protecting the system
- Clean exterior of computer tower, monitor and other peripherals (i.e. printer)
- Check Microsoft/Windows "Custom" update for Hi-Priority, Optional & Hardware (Drivers) updates. Set computer to perform automatic updates of Hi-Priority Updates!

Scheduled: (activities that can usually be set to run automatically)

- Scan hard disk/s for viruses (most A/V software does this)
- Defrag hard disk/s (using 3rd. party software like Diskeeper)
- Backup user data (using 3rd. party software like Handy Backup)

Periodically:

- Check and clean/vacuum tower interior, motherboard and expansion cards as necessary – make sure you are grounded while working inside computer
- While cleaning the interior, check internal connections and cables
- Check power supply fan for ventilation and dirt buildup and clean if necessary
- Use compressed air to blowout dirt/dust from Floppy Drive, CD/DVD ROMs

Recommended 3rd Party Software:

- Handy Backup
<http://www.docsdownloads.com/handy-backup.htm>
- Diskeeper
<http://www.diskeeper.com>
- CCleaner
<http://www.docsdownloads.com/ccleaner.htm>
- Secunia Online Software Inspector
http://secunia.com/vulnerability_scanning/personal/

Checklist Courtesy of:

Gord Routley – Computer Technician & Teacher
pcMedix Computer Solutions
#324 – 8-6014 Vedder Road
Chilliwack, BC
V2R 5P5
Tel: 604-791-9728
Website: www.pcmelix.ca