

# Computer Maintenance Checklist

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## 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-advertising software
8. Put your software drivers in a pocket sleeve 3 ring binder

## 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

## Monthly

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

## Quarterly

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

## Yearly

1. Renew your software update and anti-virus subscriptions