

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: _____

Computer Preventive Maintenance Checklist Form

Michal Rosen-Zvi



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