

# Computer Maintenance Checklist

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This edition obsoletes all previous editions.

# Computer Maintenance Checklist

## *Initial Computer Setup*

- Install a battery backup (UPS) on the server (and workstations).
- Install a surge suppressor/emergency shutdown power strip on workstations if UPS is not desirable for workstations.
- Configure your Internet connection.
- Install antivirus software (**only one installed at a time!**).
- Install and configure a firewall (if not included with your antivirus software).
- Register your software products.
- Configure automatic updates to download (but not install) automatically.
- Read the maintenance section of your manual if you received one.
- Confirm the PC is set up to create System Restore Points.
  1. **Start>right-click Computer>Properties>System Protection**
  2. Under **Protection Settings**, select the disk and then click **Configure**.
  3. Select **Restore system settings and previous versions of files**.
  4. Click **OK**, then click **OK** again.
- Set up your Microsoft Outlook email to auto-archive older messages.
- Do not install more browser toolbars than needed, as it slows down browsing.
- Put your software drivers (which came on CDs) in a pocket sleeve 3-ring binder or other safe place.

## Checkmate Server Maintenance

1. Keep the Checkmate server as isolated as possible from other systems (i.e., don't use the Checkmate server as a workstation, if at all possible). The more programs a computer has in use, the higher risk of malware, viruses, and other problems.
2. Make sure the antivirus software is up to date.
3. Run backups every single day. (Checkmate displays messages on the server screen if there are problems.)
4. Make sure the media (i.e., DVDs) is checked once a week to ensure the files are present. Backup media should be replaced at least once a year and a full dual set should be maintained (7 discs for one week and 7 discs for a second week). Alternating between the two sets ensures at least 2 weeks of hard media backups. One set should be kept off site in case of disaster such as flood or fire.
5. Make sure the system has adequate airflow. Systems in cabinets or confined spaces tend to heat up and have shorter life spans.
6. Check over the Windows System logs once a week to make sure no problems are detected.

## Weekly Maintenance

- Back up your files to media like a DVD or external hard drive. When possible, keep media in a remote location. *(Do this daily for the server.)*
- Empty your Recycle Bin.
- Delete your Internet files. (CCleaner cleans three browsers, old system restore points, and offline data at once.)
  - Internet Explorer:
    1. Go to **Tools>Internet Options**. Select **General** tab.
    2. Under **Browsing History**, select **Delete**.
    3. Select items to remove.
  - Firefox:
    1. Go to **Tools>Options>Advanced**. Select **Network** tab.
    2. Under **Offline Storage** click **Clear Now**.
  - Chrome:
    1. Click wrench icon in upper right corner. Select **Options**. Select **Under the Hood** on left.
    2. Click **Clear Browsing data**. A window opens allowing you to select history, cache, cookies, and saved passwords. Make sure **saved passwords** is not checked.
    3. At the top of this window, select the length of history from the drop-down menu.
- Update your virus definitions
- Run a full virus scan

## **Monthly Maintenance**

1. Check for updates to all programs.
  - Review the updates that have been downloaded and apply the ones that you wish to install.
2. Delete/uninstall unneeded or unused programs.
3. Clean up your **Downloads** folder, removing installers that are no longer needed.
  - Windows XP users: **My Documents** folder
  - Windows Vista/Windows 7 users: **C:\users\username\downloads**
4. Compact email folders.
  - Thunderbird: **File>Compact Folders**
  - Outlook: **File>Account Settings>Data Files>Settings>Compact Now**

## **Quarterly Maintenance**

- Run Disk Cleanup to delete unneeded files.
  - **Start>Programs>Accessories>System Tools>Disk Cleanup**
- Run a disk scan to check for hard drive issues.
  1. Right-click **Start**.
  2. Left-click **Explore**.
  3. Right-click **C:**
  4. Left-click **Properties**
  5. On the **Tools** tab under **Error-Checking**, click **Check Now**
- Run a defragmentation program
  - **Start>Programs>Accessories>System Tools>Disk Defragmenter**
  - Antivirus software may have a defragmenter too.
- Clean your keyboard.
- Clean your monitor.
- Clean your peripherals (mouse, webcams, printers, speakers, external drives, scanners, digital cameras, etc.).

## **Yearly Maintenance**

- Renew antivirus subscriptions.
- Renew firewall subscription (if not included with antivirus or using Windows Firewall).
- If you or a staff member is comfortable with electronics, it is a good idea to unplug the server (or workstation) from the power source, open the case, and used compressed air to remove the dirt from internal components. This will help the system run cooler, which not only makes the machine last longer, but also saves energy.