

Computer maintenance checklist

Daily

- ☐ Install software updates
- ☐ Prevent physical damage
- ☐ Back up files

Weekly

- ☐ Dust your keyboard
- ☐ Wipe down your monitor
- ☐ Clean your mouse
- ☐ Run a scan for malware
- ☐ Update any antivirus softwares
- ☐ Empty the recycling bin
- ☐ Delete any temporary files

Monthly

- ☐ Clean your hardware system
- ☐ Remove excess programs
- ☐ Clear computer ports
- ☐ Defrag hard drive

Quarterly or bi-annually

- ☐ Optimize startup processes
- ☐ Review firewall settings
- ☐ Check parental control settings
- ☐ Change passwords