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: _____

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This Computer Maintenance Checklist Template was created be Connecteam - the easiest way to manage your employees in one place

Pc Preventive Maintenance Guide

G Orfield

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