

Blank Computer Maintenance Checklist

Prepared by: [Your Name]

Company: [Your Company Name]

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I. Hardware Maintenance

- Check for physical damage (cables, ports, components).
- Clean dust from fans and vents.
- Inspect and test hardware components (e.g., hard drive, RAM).
- Verify all connections are secure.
- Ensure proper ventilation and cooling.

II. Software Updates

- Update the operating system to the latest version.
- Check for updates for installed applications.
- Update drivers for hardware components.
- Review and update system security software.
- Ensure all plugins and extensions are up to date.

III. Security Measures

- Run a full antivirus scan.
- Check and update firewall settings.
- Review user access permissions and accounts.
- Change passwords for sensitive accounts.

Personal Computer Maintenance Guideline

Rachel Sandford



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