# Computer Maintenance Checklist Template

# 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: _____