



## THE PC PREVENTIVE MAINTENANCE CHECKLIST

- ☐ **1. Empty the Recycle Bin**
- ☐ **2. Delete .tmp files.** Before running CHKDSK, SCANDISK or DEFRAG, delete all \*.tmp files that have been created prior to the current day.
- ☐ **3. Delete files that begin with a tilde.** When cleaning the system of garbage files, check for any files beginning with a tilde (~). Make sure that all your application programs, such as word-processing, spreadsheet, and graphics programs, are closed first, since sometimes the temporary file you are currently viewing uses a tilde. If the application programs are closed, the tilde files can be deleted.
- ☐ **4. Delete old .zip files.** Users tend to unzip the files but then leave the zipped file on their computer.
- ☐ **5. Delete .chk files, and switch the swap file.** For those with permanent swap files, it's sometimes a good idea to set the swap file back to temporary and then permanent again. This cleans out any garbage (and therefore any possible corruption).
- ☐ **6. Run CHKDSK, SCANDISK and DEFRAG as needed.** For Windows 98 clients, use the Task Scheduler to automate SCANDISK.
- ☐ **7. Check browser history and cache files.** Check that the user history files and Internet cache settings are set properly (cache size). Delete the cache files and history files then reset the history files to no more than three days unless the user specifically needs to store that information longer. By freeing up the cache, downloads from the Web actually speed up since there is more space available to store the temporary files.
- ☐ **8. Clean out Windows temporary Internet files.**
- ☐ **9. Confirm that backups are being done.** Ask users when their last backups were done. Make sure they're rotating their disks. Remind them to verify the backups by trying to restore a sample file or folder.
- ☐ **10. Update drivers as needed.** Make sure you've installed the latest drivers for printers, modems, sound cards, video cards, and other devices.
- ☐ **11. Create or update the boot disk.** Every Windows user should have a boot disk and every NT client should have an emergency repair disk. NT clients need to have their emergency repair disks upgraded with the RDISK/S command every time there's a change in the network setup, such as the addition of new users or new devices.
- ☐ **12. Check the operating system and applications.** Update your OS and applications with the latest service packs or updates.
- ☐ **13. Check the connections.** Make sure all the plugs are snug in their connections. Make sure you're using a surge protectors and not a string of extension cords to power their machines.
- ☐ **14. Clean the screens.** Use the appropriate screen-cleaning cloth or solution.
- ☐ **15. Change passwords.** It is a good security precaution to change your system passwords periodically.
- ☐ **16. Check the printers.** Print a test page on your printer. Make sure the printers are producing clean copies, and that the toner cartridges aren't about to run out.