## horizontal line**Preventive Maintenance Checklist for Computer**

| **Date** | **[Insert Date]** |
| --- | --- |
| **Technician Name** | [Insert Technician Name] |
| **System ID** | [Insert System ID] |

#### **Objective:**

To ensure optimal performance, security, and longevity of computer systems through regular maintenance.

#### **Key Inspection Tasks**

* **Hardware**
  + ☐ Clean dust from vents and fans
  + ☐ Check cables and connections for wear
  + ☐ Test performance of peripherals (keyboard, mouse)
* **Software**
  + ☐ Update operating system and applications
  + ☐ Run antivirus scan for malware detection
  + ☐ Backup important data to secure storage
* **Network**
  + ☐ Test internet connection speed and stability
  + ☐ Check for unauthorized devices on the network
  + ☐ Reset routers/modems if needed
* **System Performance**
  + ☐ Run diagnostics for CPU, RAM, and storage
  + ☐ Check for and uninstall unused software
  + ☐ Defragment and optimize drives
* **Security**
  + ☐ Update firewall and security settings
  + ☐ Check for software vulnerabilities
  + ☐ Verify user access control and permissions

#### **Conclusion**

Perform monthly to maintain computer performance, security, and reliability.