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.