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COMPUTER MAINTENANCE LOG

Computer ID:														
Maintenance Activity	**Freq**	**Date**												
Operating System Updates														
Windows Updates	Monthly													
Virus & Anti-Spyware														
Update Antivirus & run full system scan.	Monthly													
Update Anti-Spyware program & scan	Monthly													
Hard Drive Cleanup														
Run Scandisk	Monthly													
Run Defrag if needed	Monthly													
Delete any program not being used	Monthly													
Delete temp files, cookies, cache, recycle bin etc.	Monthly													
E-Mail Cleanup														
Check, then delete email from “Junk Email” folder	Monthly													
Delete oldest email from “Deleted Items” folder	Monthly													
Add / Remove Programs														
Add any programs that are needed but not installed	Monthly													
Remove programs not needed	Monthly													
Prevent un-needed programs from auto-starting at boot	Monthly													

Hardware Maintenance														
Listen for possible problems	As Needed													
Clean air vents, fans, keyboard, screen & mouse	As Needed													

Troubleshooting Error Messages

When a computer has a problem it frequently gives an error message of some kind. These error messages may be in plain text or it may be a series of letters and numbers. Please record any error messages that appear and what you were doing at the time. By doing this, it helps computer technicians determine what the problem is and how to fix it.

Date	Error Message	What you were doing at the time