

COMPUTER MAINTENANCE CHECKLIST

Company
Info

Computer Maintenance Checklist									
Company Name: [Company Name/Address/Phone]			Frequency						Remarks
			Annually	Quarterly	Monthly	Weekly	Daily	As Needed	
Manager Name: [Manager Name]			Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
Date: [Date]			Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
ID	Task Description	Frequency	Task ID 1	Task ID 2	Task ID 3	Task ID 4	Task ID 5	Task ID 6	Task ID 7
001-001	Backup Data (Full)	Weekly	☒	☒	☒	☒	☒	☒	Backup successful
001-002	Defragment Hard Drive	Monthly	☒	☒	☒	☒	☒	☒	Defragmentation complete
001-003	Update OS Patches	Weekly	☒	☒	☒	☒	☒	☒	OS updated successfully
001-004	Check Disk Space	Daily	☒	☒	☒	☒	☒	☒	Disk space adequate
001-005	Monitor System Logs	Weekly	☒	☒	☒	☒	☒	☒	No errors reported
001-006	Update Antivirus Software	Weekly	☒	☒	☒	☒	☒	☒	Antivirus updated
001-007	Check Network Connectivity	Daily	☒	☒	☒	☒	☒	☒	Network stable
001-008	Test Backup Recovery	Monthly	☒	☒	☒	☒	☒	☒	Backup recovery test passed
001-009	Review User Access Rights	Quarterly	☒	☒	☒	☒	☒	☒	Access rights reviewed
001-010	Update Security Policies	Annually	☒	☒	☒	☒	☒	☒	Security policies updated
001-011	Test Disaster Recovery Plan	Annually	☒	☒	☒	☒	☒	☒	Disaster recovery test passed
001-012	Review System Performance	Weekly	☒	☒	☒	☒	☒	☒	System performance good
001-013	Check Hardware Health	Daily	☒	☒	☒	☒	☒	☒	Hardware health good
001-014	Update BIOS/Firmware	As Needed	☒	☒	☒	☒	☒	☒	BIOS/firmware updated
001-015	Test Network Latency	Daily	☒	☒	☒	☒	☒	☒	Network latency low
001-016	Check Power Supply	Monthly	☒	☒	☒	☒	☒	☒	Power supply stable
001-017	Update System Drivers	Weekly	☒	☒	☒	☒	☒	☒	System drivers updated
001-018	Check System Temperature	Daily	☒	☒	☒	☒	☒	☒	System temperature normal
001-019	Test Network Bandwidth	Weekly	☒	☒	☒	☒	☒	☒	Network bandwidth adequate
001-020	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-021	Update System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-022	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-023	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-024	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-025	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-026	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-027	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-028	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-029	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-030	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-031	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-032	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-033	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-034	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-035	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-036	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-037	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-038	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-039	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)
001-040	Check System Logs (Continued)	Daily	☒	☒	☒	☒	☒	☒	No errors reported (Continued)

Maintenance
Task

Computer Maintenance Guide

John Farrier, Robert Jukes, Bob Jukes



Computer Maintenance Guide:

Computer Hardware Maintenance Stephen Rood,1996 Computer Hardware Maintenance presents the full scope and understanding of how the PC hardware maintenance function should operate and be managed in an organization including steps involved in containing costs keeping records and planning the integration of the help desk function In today s IS department too often the PC hardware maintenance function is treated as a necessary evil with the understanding that eventually all equipment will have some degree of mechanical or electrical failure This book discusses scenarios where keeping the maintenance function internal is most viable and where having it external from a depot service pickup and delivery or on site service is most viable Computer Hardware Maintenance concludes with brief descriptions of available third party systems and how emerging trends in PC hardware configuration as proposed by the Desktop Management Task Force DMTF will have a major impact on the PC hardware maintenance function in the future [The AT&T Documentation](#)

PC Repair and Maintenance : A Practical Guide Joel Rosenthal,Kevin Irwin,2007 **Keep It Running** Computer Repair Academy,2025-08-05 Sick of your computer slowing down freezing up or dying right when you need it most KEEP IT RUNNING gives you straightforward proven strategies to maintain your computer speed it up and avoid costly breakdowns no tech background required Whether you re a newbie a certified techie a small business owner or just tired of Googling fixes that don t work this is the one guide you need to keep your computer running fast safe and stress free Check out this quick maintenance guide and KEEP IT RUNNING Tips Product Resources Checklists and more [Computer Maintenance and Repairs Guide](#) Shane Bentley,2023-09-12 Computer Maintenance Guide 1 0 By Shane R Bentley Unlock the Secrets to Computer Maintenance with Our Exclusive Guide Your One Stop Handbook for Protecting Repairing and Optimising Your Computer Whether you are a beginner just starting out or a seasoned professional looking to enhance your knowledge our comprehensive computer maintenance book is designed to be your trusted companion Get ready to dive deep into the world of computer maintenance and emerge with unparalleled understanding and skills Features of the Book Expert Tips and Tricks Learn from the industry veterans about the proven strategies to optimise your computer s performance Detailed Guides Find step by step guides that are easy to follow making computer maintenance a breeze Cross Platform Knowledge Covering Windows MacOS and Linux our book leaves no stones unturned making you proficient in maintaining a variety of systems Hardware and Software Insights Get to grips with both hardware upgrades and software maintenance to enjoy a smooth computing experience Safety First Discover the best practices for virus removal and protecting your system from potential threats Get Your Copy Today and Step into a World of Hassle Free Computing **Your Guide to Simple Computer Maintenance and Repair** John Farrier,Robert Jukes,Bob Jukes,1993-09-15 [Chilton's Guide to Small Computer Repair and Maintenance](#) ,1986 Spine title Chilton small computer repair and maintenance A troubleshooting manual covering the major components of personal computers and how to repair

them *A Simple Guide to Computer Maintenance and Troubleshooting* Adane Nega Tarekegn, Alemu Kumilachew Tegegne, 2015-07-10 Now a day s computer is a breath for everybody and people have laptop with every day motion However computers may fail now and then So basic computer maintenance and repair are required frequently Some common problems are random error messages computer being too slow blue screen virus attack automatic rebooting and others It s a common misconception that repairing such computer problems requires a lot of expertise In actuality any common computer user can repair simple computer problems without calling an experienced technician This book can help users to get step by step instructions for maintaining and repairing computer problems easily The book covers an introduction of PC hardware and software practical and quick guidelines for repairing a PC most common PC problems and solutions fixing windows problems BIOS setup configuration and diagnostic tools data backup and recovery strategies protecting P C from virus and unauthorized access **Guide to the Evaluation of Educational Experiences in the Armed Services: Coast Guard, Marine Corps, Navy, Department of Defense** American Council on Education, 1978 THE COMPLETE PC UPGRADE AND MAINTENANCE GUIDE Mark Minasi, 2005-09 About The Book No matter how the PC is used as a business tool an entertainment center or an Internet on ramp this latest edition of The Complete PC Upgrade Maintenance Guide has it covered Inside readers will find the clear expert advice on maintaining upgrading and troubleshooting for which this book is famous It s all updated to cover the latest technologies and guaranteed to help extend the life and power of the reader s PC It also includes targeted instruction on a wide range of entertainment upgrades ways to enhance enjoyment of music photos movies and more

Enjoying the Melody of Expression: An Emotional Symphony within **Computer Maintenance Guide**

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