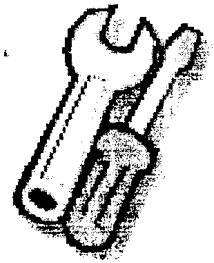


# Computer Maintenance Checklist



## End of the Year

- ❑ Remove unwanted files
- ❑ Run ScanDisk and Defrag
  - Turn off Anti Virus
  - Turn off screen saver
  - Start, Programs, Accessories, System Tools, ScanDisk
  - Start, Programs, Accessories, System Tools, Disk Defragmenter
- ❑ Back up your important files on floppy disks or some other way
- ❑ Clean mouse and mouse pads
- ❑ Turn keyboard upside down and tap gently
- ❑ Dust and wipe off computers and printer
- ❑ Label cable cords (colored circles, masking tape and marker or write directly on computer)
- ❑ With masking tape label computers, keyboards, mice, monitors with Room number, Computer A, B, C etc. and note which computer is connected to the printer
- ❑ Store printer
  - Remove print cartridges (store in plastic Ziploc bag, force the air out)
  - Put plastic bag inside printer to store
- ❑ Store computers (per site) or take home (there is a check out form, remember you cannot dial up through your telephone to go online with your desktop computer at home because it uses Ethernet)
- ❑ Store software

## Back to School in the Fall

- ❑ Set up your computers and printer
- ❑ Remove print cartridges before turning on printer
- ❑ Wipe ink jets on print cartridges and reinstall only if you see all three colors (or black)
- ❑ Update your Anti Virus program
- ❑ Resolve to ScanDisk and Defrag monthly
- ❑ Set up a storage system for your student's files (disks, folders on desktop, etc.)