

Computer Maintenance Checklist



Instructions for Use

1. Print and use this Checklist as a guide to maintain your computer system. Computer maintenance tasks should be performed at least once every 1 to 3 months. Using this checklist will also help evaluate the health of your computer.
2. Before doing any software Maintenance Tasks, always **create a Restore Point** on your computer. Just in case something ever goes wrong, such as uninstalling an important app, a Restore Point will allow you to revert back your operating system prior to performing the tasks. To create a Restore Point, open your Windows Settings and search “create a restore point”.
3. Place a check mark next to each Task item, but only after you’ve completed it.
4. The list sequence of these items are arranged with those of greater importance at the top of the list, though they’re all important.

Routine Computer Software Maintenance Tasks

- ❑ Back up personal files. Personal files include documents (such as tax returns), photos, videos, and music. Safe places (the cloud) to back up your personal files include Google Drive, Microsoft OneDrive, Dropbox, or an external device such as a USB thumb drive.
- ❑ Uninstall unused software. Access your computers **Control Panel** and open the “*Programs and Features*” panel. In that list of programs installed on your computer, **uninstall** any software you no longer use, or won’t use in the near future. **CAUTION:** Uninstall only those programs which you recognize (such as former printer software). For unrecognized apps, call Certified Computer Service technician and ask for advice to determine whether particular app in that Programs list is safe to uninstall.
- ❑ Delete browser history. Open your web browser (Chrome, Edge, Opera, etc.) and in its’ Setting menu, delete temporary internet files, cookies, and cached images from ALL TIME.
- ❑ Windows Update. Checking for and installing Windows Updates will keep your computers security, drivers, and operating system running smoothly. It’s recommended to do this weekly, at minimum.
- ❑ Run “Disk Cleanup”. You can find this Windows Administrative tool/utility in your Start menu, or by using your taskbar Search feature. Select all boxes in the Disk Cleanup utility and select Run.
- ❑ Defragmentation. Because this utility can often take some time to complete, start it before going to bed or going to work for the day. The default Windows Defragmentation utility is okay, but a much better defragmentation utility (**and its free**) is called [Defraggler](#).
- ❑ Turn off the computer. After the computer has been defragmented, turn it off and then turn it back on. Making it a practice to turn the computer off at least once a day helps clean out temporary cached files that are created by general use.



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