

Sample Maintenance Schedule

The sample schedule below for maintenance of a PC is organised by recommended frequency. The right-hand column is for those activities that can normally be set to run automatically using a program scheduler.

Preventative maintenance activity	Recommended frequency	Automatic
Scan hard disk file systems for errors	Weekly	Yes
Scan for viruses	Weekly	Yes
Clean display screen	Weekly	No
Defragment hard disks	Weekly	Yes
Scan for hard disk read errors	Weekly	Yes
Clean mouse	Monthly	No
Check for full hard disk volumes and remove unnecessary files	Monthly	No
Update virus definition files	Monthly	Sometimes
Check that power protection devices are still protecting the system	Quarterly	No
Check power supply fan for ventilation and dirt build-up; clean if necessary	Quarterly	No
Update emergency boot media	Quarterly	No
Clean disk-drive internals and read/write heads	Quarterly (depending on use)	No
Check processor temperature; inspect heat sink and fan to ensure that they are working	Annually (or whenever case is opened)	No
Check hard-disk for temperature and vibration	Annually (or whenever case is opened)	No
Back-up CMOS information	Annually	No
Clean exterior of case	Annually	No
Clean exterior of monitor	Annually	No
Check and clean interior, motherboard and expansion cards if necessary	Annually	No
Check internal connections and cables	Annually	No
Clean keyboard	Annually	No