

Computer Maintenance Checklist



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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 to your operating system PRIOR to performing the tasks. To create a Restore Point, open your **Windows Settings** and search “**create a restore point**”.
3. In the Tasks below place a check mark next to each Task item only after you’ve completed it.
4. The Task 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 in the cloud to back up your personal files to 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 [Computer Repair of Starke](#) technician and ask for advice to determine whether a particular app in that Programs list is safe to uninstall.
- ☐ Uninstall/Disable Browser Extensions. Chrome, Edge, Opera and Firefox all have **Extensions** features. Uninstall (or disable) them! Most browser Extensions, when not disabled, can be intrusive and collect information about you, your web browsing history, and file access on your computer. Not only do many browsers Extension poses a security risk, they also slow the speed of your browsing experience.

NOTE: we highly recommend the use of browser Extensions that provide **Privacy Protection, Ad blocking, and Tracker blocking.** Extensions such as Ghostery, Adblock, Adblock + are safe and help secure your computer browser.
- ☐ Delete browser history. Open your web browser (Chrome, Edge, Opera, etc.) and in its’ **Settings** menu, delete temporary internet files, cookies, and cached images from **ALL TIME**.
- ☐ Windows Update. Checking for and installing Windows Updates will keep your computer security, drivers, and operating system up to date and running smoothly. It’s recommended to do this weekly, at minimum.

- ☐ Run "Disk Cleanup". You can find this **Windows Administrative Tools folder** in your Start menu, or by using your taskbar Search feature. Select all boxes in the Disk Cleanup utility and select Run.
- ☐ Defragmentation. This task helps improve computer speed and performance. 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 thoroughly defragmented, power it off and then back on. Properly shut down your computer **WITHOUT** using the power button: Click your Windows **Start** button and select **Power**, and then **Shut Down**. 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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