Computer Maintenance List

No	Procedures	Status	Notes
1	Back-up all computer and all documents.		
2	Install an anti-virus software and scan disks.		
3	Do not Download files from unconfirmed sources.		
4	Is access to evidence limited and controlled to authorized personnel?		
5	Delete temporal and obsolete files.		
6	Defragment Disks.		
7	Purchase a good surge protector.		
8	Unplug the equipment during storms.		
9	Refresh archive backups.		
10	Remove unused,expired and demo software.		
11	Is there a plan in place to address backup power such as a backup generator or backup power supplies for examination equipment?		
12	Check for updates to non-microsoft applications.		
13	Clean system thoroughly inside and out.		
14	Vacuum the system exterior.		
15	Check For firmware updates for hard drive,audio,network and other.		
16	Check for motherboard BIOS install...if needed		

[Regular Pc Maintenance List](#)

Jenny Lawson

Regular Pc Maintenance List:

A Guide to Help Desk Concepts Donna Knapp,2003 The second edition of Donna Knapp s highly successful first edition introduces service concepts skill sets career paths and operations of the help desk industry The author s expertise provides strong real world computer support examples and case studies **BTEC National IT Practitioners** Alan Jarvis,2003 This text provides all the necessary underpinning knowledge for the BTEC National IT Practicioners qualification It offers case studies to enable students to apply theory to vocational practice portfolio builders providing activities and guidance and IVA Advice on completing assignments **A+ Certification and PC Repair Guide** Pete Moulton,2001 More than a great A prep guide an outstanding on the job reference for every PC technician Completely updated for CompTIA s latest exam revision it covers Windows 2000 Me Pentium IV USB FireWire new hardware and peripherals and more Reflects industry best practices and extensive real life troubleshooting and repair experience *BTEC National IT Practitioners* Jenny Lawson,2004 This text provides all the necessary underpinning knowledge for the BTEC National IT Practitioners qualification It offers case studies to enable students to apply theory to vocational practice portfolio builders providing activities and guidance and IVA Advice on completing assignments **PC Mag** ,1982-11 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **OCR National Level 2 in IT** Jenny Lawson,2005 The only book written to match the OCR National Level 2 in IT This is the only book available that completely matches the specifications for this new qualification It provides students with everything they need to complete the award and fully covers all the assessment objectives Covers the 4 mandatory units and 4 optional units so students have all they need to pass in one book Full colour and written in clear accessible language to motivate students at this level Simple reinforcement exercises ensure that the theory covered in the text is clear in the students mind Features of the book include Go out and try research to encourage students to gain practical experience Case Study real life situations that highlight Issues All case studies include questions to ensure that students fully understand the problems and solutions Assessment Activities activities that cover all of the assessment objectives in each unit End of chapter revision page a series of summary points reinforcing the important knowledge and understanding that students should have *Edexcel AS GCE Applied ICT Double Award* ,2005 Offering you complete choice whatever your needs for the new GCE Exactly what you need for the new GCEs in ICT with books matching each specification and providing all information needed for either the single or double award The only books matched to every type of course students can take whether it is a single award or double award with Edexcel OCR or AQA The theory is linked to real IT industry practices so that students feel engaged and motivated Each book is written by an experienced author team to give tutors absolute confidence in the quality of the content The colourful clear design and lay out allows students to easily access the material Clearly differentiated assessment activities make it easy for

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