

# Senior Surfers Computer Club

Newark, Delaware



## Computer Maintenance Schedule

<b>Task</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Download virus updates	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Incremental backup	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Run Cleanup!	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
File Management	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Perform Full Virus Scan	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Run Spybot and Ad-Aware	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Organize AllPrograms Menu	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Perform full backup	X	X	X	X	X	X	X	X	X	X	X	X
Run StartUp Inspector	X	X	X	X	X	X	X	X	X	X	X	X
Check Windows Updates	X	X	X	X	X	X	X	X	X	X	X	X
Uninstall Unused Programs	X			X			X			X		
Clean Registry	X			X			X			X		
Scan hard disk	X			X			X			X		
Update Drivers/Programs	X			X			X			X		
Clean keyboard/mouse	X			X			X			X		
Clean monitor	X			X			X			X		
Defrag hard disk	X						X					
Run AIDA32 (print report)	X						X					
Clean inside CPU	X						X					