

BEST PRACTICES FOR HARDWARE MAINTENANCE

RECORD GENERAL DETAILS ABOUT THE HARDWARE MAINTENANCE

- Internal computer ID number
- MAC address of computer
- Operating system the machine is using
- Primary internet browser the machine uses

UPDATE YOUR WINDOWS SYSTEM

- Search for "Check for Updates" in the Start menu
- Click on Windows Update
- Select "Install"
- Wait for the updates to finish
- Perform system reset

CLEAR OUT BROWSER FILES IN INTERNET BROWSER(S)

PICK AND CHOOSE YOUR STARTUP PROGRAMS IN WINDOWS

- Search for "Task Manager" in the Start menu, and click
- Select the program to be disabled
- Right-click on the item
- Change the status to "Disabled"

RUN ANTI-MALWARE IN WINDOWS

- Open the antivirus program
- Run a full system check
- Quarantine/erase any detected threats

REVIEW COMPUTER PARTS FOR IMPAIRMENT

- Inspect monitor for dead pixels
- Check computer accessories for damage (keyboard, mouse, etc.)
- Review case for damage
- Check fans operating correctly
- Confirm RAM is installed correctly

FORWARD MAINTENANCE REPORT OF REPAIRS NEEDED TO MANAGEMENT

CLEAN YOUR KEYBOARD, MOUSE, AND OPENINGS

- Apply compressed air beneath the keys of the keyboard and openings
- Clean the keyboard and mouse with antibacterial wipes

DUST THE COMPUTER UNIT

- Make sure machine is turned off
- Clean the exterior of the tower with anti-static cloth
- Dislodge dust in the fan with compressed air

ORGANIZE YOUR CABLES

- Make sure cables are organized by color and function
- Make sure no cables are obstructing access to the machine
- Make sure no cables are obstructing access to the workspace
- Make sure all cables are in good condition with openings – try replacement cables, they can and do wear out

DON'T OVERCHARGE YOUR BATTERIES

- Resist the temptation to keep your portable devices plugged in at all times
- Don't charge until your device is good and ready (i.e. wait until 50%)