# PC Preventive Maintenance

This playbook outlines a set of scheduled activities aimed at ensuring the smooth operation of a PC and extending its lifespan. It includes both software and hardware checks.

### Step 1: Backup Data

Regularly back up important files to an external drive or cloud storage service to prevent data loss.

### Step 2: Update Software

Ensure the operating system and all installed software applications are up to date to benefit from the latest security patches and features.

### Step 3: Clean System

Run a system cleaning software to remove unnecessary files and data that may slow down your PC.

### Step 4: Scan for Malware

Use trusted antivirus software to perform a full system scan to detect and remove any malware or viruses.

### Step 5: Check Disk Health

Use disk diagnostic tools to assess the health of the hard drive and repair any errors found.

### Step 6: Clear Browser

Clear the browsing history, cookies, and cache in your web browsers to improve speed and protect privacy.

### Step 7: Update Drivers

Check for the latest hardware drivers and update them to ensure optimal performance and compatibility.

### Step 8: Physical Cleaning

Turn off and unplug the PC, then clean the exterior with a soft, dry cloth, and remove dust from the interior with compressed air.

### Step 9: Check Peripherals

Inspect and clean keyboards, mice, and other peripherals to ensure they are working correctly.

### Step 10: Ventilation Check

Ensure the PC's cooling system is effective, and its vents are not blocked to prevent overheating.

## General Notes

### Frequency

The frequency of maintenance tasks varies; some should be done weekly, others monthly or annually, depending on the specific needs and usage patterns of the PC.

### Power Safety

Always turn off and unplug the PC before physically cleaning it to avoid electric shock or damage to components.

### Qualified Help

If unsure about performing any of the maintenance tasks, seek assistance from a qualified technician to prevent possible damage.