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.