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| Weekly ICT Maintenance |  |
|  |  |  |  |  |
| Computer Identifier: | To be completed by computer user |
|  |  |  |  |  |
| **Task #** | **Maintenance Action** | **Completed by** | **Date** | **Notes** |
| 1 | Safety – Ensure that equipment is clear of debris. |  |  |  |
| 2 | Outside of computer case is wiped down. |  |  |  |
| 3 | Monitor is wiped down and screen cleaned. |  |  |  |
| 4 | Keyboard is turned upside down and lightly shaken. |  |  |  |
| 5 | Keyboard and mouse are wiped. |  |  |  |
| 6 | Empty the desktop Recycle Bin |  |  |  |
| 7 | Replenish – Routinely check all consumables, i.e. paper for printer |  |  |  |
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| Monthly ICT Maintenance |  |
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| Computer Identifier: | To be completed by computer user |
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| **Task #** | **Maintenance Action** | **Completed by** | **Date** | **Notes** |
| 1 | Check weekly preventative maintenance has occurred; if not report. |  |  |  |
| 2 | Check Windows update has occurred. Most current version is installed. |  |  |  |
| 3 | Review and install the appropriate security, software, and driver updates. |  |  |  |
| 4 | Check the automatic virus definition files and scans for viruses and spyware are operating. Most current version is installed. |  |  |  |
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| Quarterly ICT Maintenance |  |
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| Computer Identifier: | To be completed by ICT staff |
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| **Task #** | **Maintenance Action** | **Completed by** | **Date** | **Notes** |
| 1 | Run Disk Cleanup. |  |  |  |
| 2 | Run Disk Defragmenter (if needed). |  |  |  |
| 3 | Check automatic data backups have occurred. |  |  |  |
| 4 | **Check and clean internal hardware:*** **CPU heat sink and fan assembly:** The fan should spin freely, the fan power cable should be secure, and the fan should turn when the power is on.
* **Power supply:** Fan outlet clean; all cables in good condition.
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| 5 | Clean keyboard and mouse. |  |  |  |
| 6 | **Check computer cables:** Examine all cable connections. Ensure that pins are not bent or broken and that cables are not crimped, pinched, or severely bent. Retaining screws should be finger-tightened. |  |  |  |
| 7 | **Inspect power devices:** Inspect power strips, surge suppressors (surge protectors), and UPS devices. Make sure these devices are working and that there is clear ventilation. |  |  |  |
| 8 | **Check Server room temperature:** Remains constant between 18 and 28 degrees Celsius. |  |  |  |

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| Annual ICT Maintenance |  |
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| Computer Identifier: | To be completed by ICT staff |
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| **Task #** | **Maintenance Action** | **Completed by** | **Date** | **Notes** |
| 1 | Uninstall unused programs. |  |  |  |
| 2 | Check software applications subscriptions are current and recorded. |  |  |  |
| 3 | Check automatic data backups have occurred. |  |  |  |
| 4 | **Check and clean all internal hardware:*** **Clean: Remove dust from inside computer’s case.**
* **RAM modules:** Modules must be seated securely in the RAM slots. Ensure that the retaining clips are not loose.
* **Storage devices:** All cables are firmly connected. Check for loose, missing, or incorrectly set jumpers. A drive should not produce rattling, knocking, or grinding sounds.
* **Screws:** A loose screw inside the case can cause a short circuit. All screws are firmly fastened.
* **Adapter cards:** Adapter cards are seated properly and secured with the retaining screws in their expansion slots. Empty expansion slots in case chassis are covered to restrict dust, dirt or living pests inside the computer.
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| 5 | **Check browser files:** Examine browser files (e.g. cookies) and remove browsing data.  |  |  |  |

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| 6 | **Hard drives:** * Perform a system level Disk Cleanup.
* Scan hard drives for errors and defragment hard drives.
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| 7 | **Check Server room temperature:** Remains constant between 18 and 28 degrees Celsius. |  |  |  |
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