

Item	Procedure
1. Computer Profile	Belarc Advisor creates a detailed profile of your installed software and hardware, including Microsoft Hotfixes, and displays the results in the Web browser. This is a free download at: www.belarc.com/free_download.html - generate a current system profile report using Belarc Advisor - save as a file or print the report for reference
2. Clean Up Files	ATF Cleaner is a free stand-alone utility that cleans up any temporary files that a computer may collect. Download to desktop at: http://www.majorgeeks.com Select All, ensure you uncheck-mark Prefetch.
3. Check Hard Drive	** Check Disk (chkdsk) may take an hour to complete - click on My Computer, right-click on C: drive > Properties > Tools > Error-checking > Check Now - checkmark both "Check disk options", then click "Start" - restart the computer to initiate Check Disk - do NOT cancel or interrupt the Check Disk process
4. Defrag Disk	** Defrag Disk may take an hour to complete - click Start > All Programs > Accessories > System Tools > Disk Defragmenter - point and click to select C: drive - click Action > Defragment
5.	
6.	

Month	Date			
Jan				
Feb				
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				

*** record the date each time maintenance is performed*