

Item	Procedure
1. Create a System Restore Point	Click on Start > All Programs > Accessories > System Tools > System Restore - select "Create a restore point" and click "Next" - enter a description of "Weekly Maintenance" and click "Create"
2. AntiVirus	- ensure antivirus definitions and software is up-to-date - ensure auto protect and email scan options are turned on - ensure automatic and manual update are functional - perform a full virus scan
3. Spyware	Malwarebytes' Anti-Malware provide advanced scanning capabilities to remove spyware, malware and trojans. Free downloads: www.malwarebytes.org - use Malwarebytes' to scan the computer - ensure the definitions file is up-to-date before scanning - when complete, follow the steps to remove / quarantine items
4. Security Updates	- ensure your computer is set to automatically download Windows Updates - to perform a manual update use Internet Explorer - click on Tools > Windows Update - choose the Express Install option and follow instructions
5. Disk Cleanup	- use Disk Cleanup to remove extraneous files - click Start > All Programs > Accessories > System Tools > Disk Cleanup - checkmark: Downloaded Program Files, Temporary Internet Files, Recycle Bin, Temporary Files If also using Firefox: - start Firefox, click Tools > Clear Private Data
6. File Backup	** Important files should be organized within My Documents folders - copy the entire My Documents folders onto external media, such as, a CD, DVD, or external hard disk drive - document the date created and retention period

*** Note: Items 2, 3 and 4 require a connection to the Internet*

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

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