

Item	Procedure
1. Create a System Restore Point	Click on Start > right-click This PC > Properties > System Protection - click "Create" - enter a description of "Weekly Maintenance" and click "Create"
2. AntiVirus	- ensure antivirus definitions and software are up-to-date - perform a full virus scan
3. Spyware	Malwarebytes Anti-Malware provides advanced scanning capabilities to remove spyware, malware, viruses and Trojans. Free download: www.malwarebytes.org - use Malwarebytes to perform a quick scan of the computer - click Update to ensure the definitions file is up-to-date before scanning - click Scan, when complete follow the steps to remove / quarantine items
4. Security Updates	- ensure your computer is set to perform Windows Updates Click on Start > type Windows Update > click Windows Update settings - install important and recommended updates
5. Disk Cleanup	CCleaner removes temporary and junk files that build-up on the computer hard drive. This is a free download at: www.piriform.com/ccleaner - click on Cleaner, click Run Cleaner
6. File Backup	** Important files should be organized within Library folders - copy the entire folder(s) 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*

PC Innovation will not accept any responsibility for loss of computer data or software, however caused, including any alleged loss sustained during the use of Computer Preventive Maintenance..

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

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