



# Maintenance Schedule

*More than just checking the oil!*

Computer #1 \_\_\_\_\_

Task	Week 1	Week 2	Week 3	Week 4	Bi-Weekly	Monthly	Annually
<b>Anti-Virus</b>							
<b>Backup</b>							
<b>CCleaner Tool</b> or Recycle Bin							
<b>Defrag</b>							
<b>PC Audit</b> (Belarc)							
<b>Spring Clean</b> <i>Internal/External</i>							

Computer #2 \_\_\_\_\_

Task	Week 1	Week 2	Week 3	Week 4	Bi-Weekly	Monthly	Annually
<b>Anti-Virus</b>							
<b>Backup</b>							
<b>CCleaner Tool</b> or Recycle Bin							
<b>Defrag</b>							
<b>PC Audit</b> (Belarc)							
<b>Spring Clean</b> <i>Internal/External</i>							



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