Monthly Computer Maintenance Schedule

Task		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Back up data	Use a flash drive, CD/DVD, or external hard drive to backup important data. As an additional off-site backup option, try Carbonite!												
Remove icons from desktop	Right click on any icon on the desktop that you are no longer using. Then click delete.												
Run Ccleaner	Double click Ccleaner. Click Run Cleaner.												
Run Malwarebytes	Double click Malwarebytes. Click Update tab. Click Check for Updates. Click Scanner tab. Perform Quick Scan.												
Clean Monitor	Use a non-alcohol cleaner and microfiber cloth to clean off the screen from dust, smudges, and other germs. LCG sells this product.												
Blow out Tower	Use a can of compressed air to blow out all vents on the computer tower. LCG sells this product.		▓	▓	▓	▓		▓	▓	▓		▓	▓
Clean lens of dvd drive	Insert a CD/DVD drive cleaner and clean your optical drives. LCG sells this product.												
Run Disk Defragment	Click Start, then Programs, then Accessories, then System Tools, then Disk Defrag. Click Defrag.		▓	▓	▓	▓			▓	▓	▓	▓	▓
Microsoft Updates	Click Start, then Control Panel, then Windows Update. Click Express Install.												
Scan Disk	Click Start. Click Computer. Right click drive C:. Click properties. Click Tools tab. Click Check Now then Start.		▓	▓		▓	▓		▓	▓		▓	▓