

Help improve and protect your computer by performing maintenance regularly. Set it up like a regular appointment – if you can't make it – reschedule it!

### CTS Recommended Maintenance Schedule

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|------------------|---|
| <b>Daily</b>     | Anti-Virus Update<br>Anti-Spam Update   |
| <b>Weekly</b>    | Anti-Virus Full System Scan<br>Spyware Update & Scan<br>Remove Temporary Files<br>Run Disk Cleanup<br>Run Disk Defragmenter<br>Re-Boot Computer   |
| <b>Monthly</b>   | Re-Boot all Servers/switches/routers/hubs/modems/gateways/etc.<br>Check to see if processor and power supply fans are working<br>Test Back-up UPS'<br>Clean CD/DVD/Floppy Drives<br>Clean Printer<br>Clean Keyboard/mouse<br>Go through e-mail (cleanup)<br>Create or update boot disks |
| <b>Quarterly</b> | Change passwords<br>Clean interior/exterior of computer   |
| <b>Annually</b>  | Renew software subscriptions and maintenance<br>Create/update software inventory<br>Create/update hardware inventory  |