

Monthly PC Maintenance Checklist

Run through this checklist once a month to keep your computer fast, healthy and secure. Estimated time: 30-45 minutes.

WEEKLY

- ☐ Restart your PC at least once (a real Restart, not shutdown).
- ☐ Install Windows updates (Settings > Windows Update).
- ☐ Run a quick antivirus scan (Windows Security > Quick scan).
- ☐ Check available disk space - keep 15-20% free.

MONTHLY

- ☐ Run Windows Security full scan.
- ☐ Clean up temporary files (Settings > System > Storage > Temporary files).
- ☐ Check for driver updates (graphics, chipset, network).
- ☐ Review installed apps and uninstall anything unused.
- ☐ Clear browser cache and cookies.
- ☐ Check startup programs (Ctrl+Shift+Esc > Startup apps).
- ☐ Verify your backups completed successfully.
- ☐ Update your password manager and rotate any reused passwords.

QUARTERLY

- ☐ Dust out fans and vents with compressed air.
- ☐ Check drive health with CrystalDiskInfo (SMART status).
- ☐ Test your backup restore process (a backup you can't restore is not a backup).
- ☐ Update router firmware and review connected devices.
- ☐ Clean the keyboard, screen and case with appropriate cleaners.

Need help with any of these? Book a tune-up at techfixpro.com/services/pc-optimization-tune-up - no fix, no fee.