



Computer Maintenance Checklist

Regular maintenance tasks to keep your computer running well
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SOFTWARE AND UPDATES

- Install all pending operating system updates.
- Update all installed applications, particularly browsers, Office, and PDF readers.
- Update drivers for graphics, network, and other hardware components.
- Uninstall software you no longer use.
- Review browser extensions and remove any you do not recognize or actively use.

STORAGE AND PERFORMANCE

- Check available disk space -- keep at least 15% free for optimal performance.
- Empty the recycle bin and clear your Downloads folder of files you no longer need.
- Clear temporary files using Disk Cleanup (Windows) or Storage Management (macOS).
- Review startup programs and disable any that are not needed at boot.
- Check Task Manager for processes consuming unusually high CPU or memory.

SECURITY

- Verify your antivirus or endpoint protection software is active and up to date.
- Run a full system scan with your security software.
- Check that your firewall is enabled.
- Review which applications have permission to access your camera, microphone, and location.
- Check for any unfamiliar accounts on your computer.

BACKUPS

- Verify your backup ran successfully and completed without errors.
- Confirm your most important files are included in the backup.
- Check that your offsite or cloud backup is current.
- Periodically restore a test file from backup to confirm recovery works.

HARDWARE

- Clean dust from vents, keyboard, and screen.
- Check that cooling fans are spinning and the machine is not running abnormally hot.
- Inspect cables and connections for wear or damage.
- Check the hard drive health using built-in tools or manufacturer diagnostics.
- Confirm your surge protector or UPS is functioning correctly.

This checklist is provided for informational purposes by Nexus IT Services, LLC. It is not a substitute for a professional security assessment. Contact us at (575) 263-6855 or nexusitnm.com if you need help implementing any of these items.