

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: J- Program Management and Quality Improvement**

**Section: 1302.101 Management System**

**Subject: Basic Computer Maintenance**

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**Policy:**

When an employee is assigned to a computer, it is the responsibility of the employee to perform the basic maintenance on their work computer which includes updating and scanning with specialized programs to protect the internal workings of their computer.

**Procedure:**

1. Every employee must complete a “Computer Custodianship Form” and submit it to the Director’s Assistant at the start of each new school year or when there is a change of custodianship.
2. The “Self-Monitored Computer Maintenance Form” was established for logging the results of basic maintenance operations for each computer giving the responsibility to the employee for the custodianship of their computer.
3. Employees need to update certain programs for maximum performance to improve/protect their computer on a monthly basis. Employees will be given instructions and training as needed in performing these updates.
4. In addition to the updates, the employee will need to utilize specific programs by scanning their computer to find any problems that may have infected/corrupted their computer. If there is any message stating that the computer has been infected, they need to contact the Director’s Assistant immediately before doing anything else to their computer.
5. The following should be performed on a monthly basis:
  - a. Anti-Virus Scan
  - b. Disk Cleanup
  - c. Error Checking
  - d. Check for Microsoft Updates
  - e. Clean up email
  - f. Clean up the internet browser (chrome, edge)
  - g. Remove Old Files and Downloads (recycle bin, download folder, etc.)
6. Each employee is responsible for the organizing of their documents/files, removing or archiving documents/files not in use, and backing up their data information on a

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storage medium that can be purchased by your Center Director. The computer system's back up will be done by the computer consultant as needed.

7. The "Self-Monitored Computer Maintenance Form" is to be returned to the Director's Assistant no more than one (1) week after the previous month has ended.