**SELF-MONITORED**

**COMPUTER MAINTENANCE FORM**

NAME OF STAFF RESPONSIBLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CENTER: MONTH: \_\_\_\_\_\_\_\_YEAR:\_\_\_\_\_\_\_\_\_\_\_\_\_

DEVICE LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Ex: cc office, fsa office, classroom #, kitchen, etc)

**LIST THE DATE THE FOLLOWING TASKS WERE COMPLETED FOR EACH DEVICE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name Of Device**(Ex: hp laptop, dell desktop, ect) |  |  |  |  |  |
| **Anti-Virus Scan** |  |  |  |  |  |
| **Disk Clean Up** |  |  |  |  |  |
| **Error Checking** |  |  |  |  |  |
| **Visual Check****“Add/Remove****Programs”** |  |  |  |  |  |
| **Check For Microsoft Updates** |  |  |  |  |  |
| **Clean Up Email** |  |  |  |  |  |
| **Clean up Internet Browser** (chrome, edge) |  |  |  |  |  |
| **Remove Old Files And Downloads** (recycle bin, download folder, etc.) |  |  |  |  |  |

**DETAILED, STEP BY STEP INSTRUCTIONS FOR COMPLETING MONTHLY MAINTENANCE TASKS CAN BE FOUND ON OUR WEBSITE AT TRICOUNTYHEADSTART.COM>>SERVICE FORMS>>ADMINISTRATIVE.**

**The above tasks should be completed for all devices that run the Microsoft Windows operating system—laptops, desktops, smartboards, etc.**

**All other devices that do not run Microsoft Windows (iPad, tablets, etc.), should be checked on a regular basis to remove all files, clean up the internet browser (if applicable) and check for available updates.**

**Instructions for Monthly Computer Maintenance:**

**Antivirus**: For NORTON- click the up arrow in the bottom right-hand portion of screen and click Norton icon. Under the Security section, Click “quick scan” (in blue). For WINDOWS DEFENDER- click the up arrow in the bottom right corner and select the “Shield” icon. On the left side, there will be a vertical tool bar, click the shield icon (under the home icon) then select “Quick Scan”. Record the date the scan was completed above. If your anti-virus does not scan or says expired, please notify Admin Assistants.

**Disk Clean up:** Click the File Explorer icon to view drives. Right click the Operating System (OS) icon (may be under “This PC” or “local disk”) and select “Properties”, under “General” tab, click “Disk Clean-up”, Check all the boxes on the left side of the popup window and click “OK”. It will ask if you are sure, click “Delete Files”.

**Error Checking**: Follow the same steps as Disk Clean up, except once you open “Properties” select the “Tools” tab, then click “Check” in the “Error Checking” section. A pop up will appear letting you know if you need to scan the drive or not. If any issues are found, report it to the Administrative or Directors Assistants.

**Visual Check**: Go to Start menu, then click the “Settings” icon. Go to “Apps & Features” or “Programs & Features”. Look over the list of programs installed on your device and notify Administrative or Director Assistant if there are any items that you did not install. Programs like Microsoft, Windows, Adobe, etc. will update automatically and are not cause for concern.

**Clean up internet browser**: This will depend on what browser you use. For Google Chrome, you open the browser, click the three dots in the upper right corner, and go to “settings”. Under the “Privacy & Security” (may be under Advanced) section, you click “Clear Browsing Data” and put a check mark in the boxes in the pop up menu, then click “Clear Data”. NOTE: If you do not want the browser to forget any saved passwords, such as log in passwords for TSG or email you must leave the “Passwords” box UNCHECKED.

**Clean up Email**: Open your email and delete any messages in your inbox that you no longer need. Go to the “Trash” folder and empty all messages. To delete all messages at once, click the Settings icon in the bottom left corner and select “Empty”.

**Check for Microsoft Updates**: Go to Start Menu, Click “Settings” icon. Go to “Update & Security” or “Windows Update”. Check to see if you are “Up To Date” and install any needed updates (if available).

**Remove Old Files**: Delete any files or documents that are no longer being used.