

Checklist For Computer Maintenance

Name of computer	
Form filled out by	
Date	2006-02-23 17:44
Type of NIC	
MAC of NIC	

Precautions

- Backups of system partition(s) and data created
 - Owner requested no system backups no data backups
 - Image(s) created: system partition(s) data partition(s)
 - Backups on media (CD, DVD, tape)
- TCP/IP settings safe
 - see notes DHCP no dialup untouched

Interiors, and Cleaning

- Dust removed
- No loose parts
- Airflow is O.K.
- Cables unplugged and replugged
- Fans are operating
- Noise does not indicate hardware failure
- Noise is all in all low

Basics, BIOS, and Hardware

- BIOS up-to-date
- BIOS settings checked and set
 - untouched or
 - Turbo Settings loaded HDD set to LBA HDD S.M.A.R.T. enabled Password set
- 24 hour memory test
- Laptop's battery run-time is normal

Viruses, and Malware

- Off-line virus check and removal
- Off-line check for malware and removal
- Checked for rootkits
- Windows Auto Startup Folders and Registry checked

Hard disks

- Acoustic management activated/enabled (knoppix: `hdparm -M 128 /dev/hda`)
- Write cache enabled (knoppix: `hdparm -W1 /dev/hda`)
- S.M.A.R.T. enabled (knoppix: `smartctl -s on /dev/hda`)
- S.M.A.R.T. overall status is PASSED (knoppix: `smartctl -a /dev/hda | grep overall`)
- S.M.A.R.T. captive long test completed without errors (knoppix: `smartctl -C -t long /dev/hda`)
- checked with knoppix: `badblocks -svw`
- checked with manufacturer's tool
- Windows `chkdsk /R` without bad sectors Event Log/Viewer checked (no bad sectors)

DVD/RW/Combo Drive(s)

- CD/RW-drive firmware up-to-date
- DVD-drive firmware up-to-date

Windows

- Indexing disabled for hard disk partitions C:, D:, ..., Z:
- DMA status of disks checked enabled untouched
- CPU Fan/Noise + Temperature tested with Scientific Calc of 120000!
- Time is set and in sync with timeserver(s)
- Unnecessary automatically starting applications removed

Windows Software Updates

- Windows Updates automatic updates enabled
- OpenOffice and MS Office Updates
- Virus definitions automatic updates enabled
- Personal Firewall
- PuTTY SSH Client
- Mozilla Firefox
- Flash and Shockwave (Plugins)
- Java JRE
- SSH Secure Shell
- VNC Server
- CD+DVD Burning Software
- Jellicles:
 - IrfanView
 - WinAMP
 - AntiMalWare

Clearance

- Unused software removed
- Temporary files removed, Recycle Bin and caches emptied (dclean)
- Windows partitions defragmented

Finish, and Cleaning

- Laptop's battery not empty

- Periphery devices clean
 - Monitor
 - PC case
 - Keyboard
 - Mouse
- No discs left in any drives ;-)

Documentation And Backups

- Image of system partition created
- System Information saved (eNTennfo :)
- S.M.A.R.T. report saved
- PC inventory card updated
 - ... and filed and
 - copy attached to or put into computer
- Windows Event Log/Viewer checked
- TCP/IP, proxy, and dialup settings restored

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Checklist For Computer Maintenance

URL: http://www.fam.tuwien.ac.at/~schamane/sysadmin/maintenance_checklist.php

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Home page: <http://www.fam.tuwien.ac.at/~schamane/>

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