Checklist For Computer Maintenance

<table>
<thead>
<tr>
<th>Name of computer</th>
<th>Form filled out by</th>
<th>Date</th>
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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
- CPU Fan/Noise + Temperature tested with Scientific Calc of 12000!
- Time is set and in sync with timeserver(s)
- Unnecessary automatically starting applications removed

Windows Software Updates

- Windows Updates
- OpenOffice and MS Office Updates
- Virus definitions
- 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