

# P.M. Checklist

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Customer: \_\_\_\_\_

User: \_\_\_\_\_

Technician: \_\_\_\_\_

Unit Serial #: \_\_\_\_\_

- ASK USER if there are any issues with the system
- Backup to main server if there is ANY chance of problem existing
- Open case, blow out system and power supply (Outside back door)
- Use paint brush to loosen dirt - especially CPU cooling fins
- If the bios supports it - check power supply voltages
- Check fans for free movement and noise and replace if necessary
- Run CD and floppy cleaners
- Check for updates on all software and O.S.
- If there is a error log check for possible problems
- Run System File Checker (**sfc /scannow** from a dos prompt)
- Update Norton anti-virus - check for daily scheduled execution
- Update and run Spybot, Ad Aware, and/or Microsoft Anti Spyware  
(These can run simultaneously)
- Install pop up stopper
- Clean temp files
- Clean cookies
- Check for "found" directories or files in root directory and delete
- Run checkdisk
- Run defrag
- For StarTech equipment, check for logo on front of unit
- Check for StarTech phone number sticker on unit
- Return and verify normal operation and connectivity
- Have user verify also if possible