

# The KISS simple computer maintenance plan

This is an easy, recommended plan to keep your computers safe and in good working order. (It's not a requirement that you follow this. If you already have a workable plan you use you can keep using it.)

## **Weekly maintenance:**

Time requirement: 1 to 2 hours (Depends on what problems you find, if any.)

**Scan for viruses and spyware.** (Look at the slow computer tutorial for detailed instructions.)

Each scan will probably take 20 minutes to a half hour.

While one of the scans is running you should go to add and remove programs and check for any software that was installed and shouldn't have been. Also check for things on the desktop that shouldn't be there.

**Run disk cleanup.** (This can be done while scans are running.)

While you have your antivirus program open you should check to be sure it is updated. It should be set to do this automatically but it doesn't hurt to check.

Check IE and Firefox for toolbars or other add-ons and remove them.

This can also be done while scans are running.

Delete any files residents have saved to the hard drive.

This obviously doesn't apply to Resident Council files if you don't have a separate computer for council use.

## **Monthly maintenance:**

Time requirement: Several hours at least

**Defragment the hard drive.**

This usually takes several hours so it is best to do it at a time when not many people want to use the computers. I also wouldn't do it on both at once