

Ultimate PC Maintenance Checklist

Digital guide for personal reference

Introduction

This checklist gives you a repeatable routine for keeping a personal computer organized, updated, and reliable. Complete the items at a pace that fits your system.

Weekly Quick Check

- Install pending operating system updates.
- Confirm antivirus or security software is active.
- Empty unnecessary downloads and temporary files.
- Check available disk space.
- Restart the computer if it has been running for long periods.

Monthly Maintenance

- Review startup applications and disable nonessential items.
- Update major applications and browsers.
- Review browser extensions and remove unused ones.
- Check backup status and perform a test restore when possible.
- Inspect cables, ports, and external drives for visible wear.

Quarterly Review

- Create an inventory of important software and licenses.
- Review user accounts and remove unused access.
- Check storage health tools for warnings.
- Review recovery options and boot media.
- Document any recurring performance issues.

Maintenance Log

Date: _____ Tasks completed: _____

Issues noticed: _____ Next review: _____

Final Reminder

Regular maintenance is easier when tasks are small and scheduled. Keep this checklist as a living reference and adapt it to your hardware and operating system.

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