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Information Technology Specialists
 Supporting
 Small & Medium-sized Business

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Business Use Computer Maintenance Guide—Q1 2008

	Mon Dec 31	Tue Jan 01	Wed Jan 02	Thu Jan 03	Fri Jan 04	Sat Jan 05	Sun Jan 06	
Week 01	Weekly computer maintenance	<ul style="list-style-type: none"> Clean and archive email messages Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 01
Week 02	Weekly computer maintenance	<ul style="list-style-type: none"> Run disk cleanup Move outdated files to a CD-ROM or other storage media Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 02
Week 03	Weekly computer maintenance	<ul style="list-style-type: none"> Verify a recent, complete virus scan was performed Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 03
Week 04	Weekly computer maintenance	<ul style="list-style-type: none"> Run scan disk Defrag your hard disk Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 04
Week 05	Weekly computer maintenance	<ul style="list-style-type: none"> Clean and archive email messages Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 05
Week 06	Weekly computer maintenance	<ul style="list-style-type: none"> Run disk cleanup Move outdated files to a CD-ROM or other storage media Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 06
Week 07	Weekly computer maintenance	<ul style="list-style-type: none"> Verify a recent, complete virus scan was performed Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 07
Week 08	Weekly computer maintenance	<ul style="list-style-type: none"> Run scan disk Defrag your hard disk Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 08
Week 09	Weekly computer maintenance	<ul style="list-style-type: none"> Clean and archive email messages Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 09
Week 10	Weekly computer maintenance	<ul style="list-style-type: none"> Run disk cleanup Move outdated files to a CD-ROM or other storage media Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 10
Week 11	Weekly computer maintenance	<ul style="list-style-type: none"> Verify a recent, complete virus scan was performed Backup mission-critical files. 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 11
Week 12	Weekly computer maintenance	<ul style="list-style-type: none"> Run scan disk Defrag your hard disk Backup mission-critical files 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date 			Week 12
Week 13	Quarterly computer maintenance	<ul style="list-style-type: none"> Check UPS for proper operation Verify your PC is positioned for proper airflow Check computer for excessive dust build up 			<ul style="list-style-type: none"> Run Windows Update and apply the latest critical updates Verify your anti-virus & spyware definitions are up to date Create a new system restore point 			Week 13

See <http://www.bytesmithinc.com> for additional technology guidance