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Information Technology Specialists
 Supporting
 Small & Medium-sized Business

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Business Use Computer Maintenance Guide—Q3 2008

	Mon Jun 30	Tue Jul 01	Wed Jul 02	Thu Jul 03	Fri Jul 04	Sat Jul 05	Sun Jul 06	
Week 01	Weekly computer maintenance <ul style="list-style-type: none"> Clean and archive email messages Backup mission-critical files 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 Run disk cleanup Move outdated files to a CD-ROM or other storage media Backup mission-critical files Run Windows Update and apply the latest critical updates Verify your anti-virus &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 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 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 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 Run disk cleanup Move outdated files to a CD-ROM or other storage media Backup mission-critical files Run Windows Update and apply the latest critical updates Verify your anti-virus &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 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 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 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 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. 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 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 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