

Client:

Client Name:	Client Name / Date
Computer Name:	PC01

PC Hardware:

Hardware Logs Check: (check for any hardware problems)	Hard Disk reporting errors, needs to be replaced
Hard Disk Cleanup: (delete temp files, recycle bin , IE cache)	Complete
Hard Disk Capacity Check: (check for disk space capacity on all drives)	32% free space on C drive. 94% free space on D drive.
Hard Disk Tools: (run Scandisk and Defrag as needed)	Ran Defrag on C: - 10/31/07 Ran Scandisk

PC Software:

Windows Update: (download and install latest Windows Updates)	1 Windows Updates needed at this time.
Software Logs Check: (check for any application/Windows problems)	Print driver error, needs to be updated.
Antivirus Update Check: (check that virus signatures have been updated)	PC up to date with virus definitions.
Antivirus Logs Check: (check for any virus threats on your PC)	2 viruses found and cleaned.
Spyware Scan: (run spyware scan)	3 Spyware files detected and cleaned.
Remove unneeded Software: (Add/Remove programs, toolbars, startup files)	Removed WebSearch toolbar, uninstalled old unused software.

Miscellaneous:

Reboot PC:	PC rebooted on 11/1/07
Other Specialized Maintenance:	