



# Computer Maintenance Checklist

Complete

Score	84.62%	Flagged items	2	Actions	1
Site conducted					Unanswered
Site					2nd floor, site A
Computer name/number					2A1
Conducted on					10.05.2023 15:23 PST
Prepared by					Mike Angelo
Location					1545 Long Beach Blvd Long Beach, CA 90813 United States (33.78625800206657, -118.1901370805789)

## Flagged items & Actions

2 flagged, 1 action

### Flagged items

2 flagged, 1 action

Computer Maintenance / Hardware

#### Inspect computer parts for damage (assign action for repair/replacement)

Issue found

Keyboard and mouse to be replaced with the newly issued equipment specifically addressing the wrist issue of this computer's user.



Photo 1

To Do | Assignee Howie Mann | Priority Low | Due 18.05.2023 15:26 PST | Created by SafetyCulture Staff

#### Replace keyboard and mouse

Hello Howie, Need the newly issued mouse and keyboard please for pc 2A1. The one we need to help alleviate wrist issues. Thanks! M

Computer Maintenance / Security

#### Update the anti-virus and run a full scan

Issue found

Anti-virus was not auto updating. Updated and did full scan. No threats found.

### Other actions

0 actions

## Computer Maintenance

2 flagged, 1 action, 84.62%

## Hardware

1 flagged, 1 action, 66.67%

### Inspect computer parts for damage (assign action for repair/replacement)

Issue found

Keyboard and mouse to be replaced with the newly issued equipment specifically addressing the wrist issue of this computer's user.



Photo 1

To Do | Assignee Howie Mann | Priority Low | Due 18.05.2023 15:26 PST | Created by SafetyCulture Staff

#### Replace keyboard and mouse

Hello Howie, Need the newly issued mouse and keyboard please for pc 2A1. The one we need to help alleviate wrist issues. Thanks! M

#### Clean keyboard, mouse, and computer unit using compressed air (particle buildup can lead to physical overheating and other mechanical issues)

Done without issues

#### Organize the cables and look for signs of wear and tear

Done without issues

Ensure that cables are not tripping hazard

## Software

100%

#### Update the operating system

Done without issues

#### Clear out browser files

Done without issues

#### Configure startup programs

Done without issues

## Security

1 flagged, 50%

#### Update the anti-virus and run a full scan

Issue found

Anti-virus was not auto updating. Updated and did full scan. No threats found.

#### Run anti-malware

Done without issues

## General maintenance

100%

<b>Run disk cleanup</b>	Done without issues
<b>Defragment the hard drive</b>	Done without issues
<b>Empty the recycle bin</b>	Done without issues
<b>Uninstall unused programs</b>	Done without issues
<b>Reboot the computer system</b>	Done without issues

## Completion

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### Comments/Recommendations

Keyboard and mouse to be replaced today. Setup the anti-virus to auto update and completed the full scan.

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### Conducted by: Name and Signature



Mike Angelo  
10.05.2023 15:28 PST

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## Media summary



Photo 1