

Maintenance	Frequency	Notes and
Defragment Hard Drives	3 - 6 Months	<b>Most do this too often</b>
Scan Hard Drives for bad spots and defects	3 - 6 Months	
<b>INTRUDER DEFENSES</b>		
Load/Update Anti Virus Ware signature files	At Least Monthly	

Load /Update Anti Spy ware Programs	Weekly to Monthly	We recommend both Spybot and Ad aware be used
Scan for Spyware and other intruders	weekly to Monthly	
Check to be sure Spam Ware filter is functioning	2-3 Months	
Check to be sure Pop Up filter is latest version and functioning	2-3 Months	

If you don't want to do this Just call us and we'll take care of it for you Call 805-988-9540

Maintenance Needed	Frequency	Notes and Explanations
<b>Data Protection</b>		
<b>BACKUP YOUR DATA</b>	<b>DAILY TO WEEKLY</b>	<b>How important is your data</b>
	A full backup at least weekly on business machines	
Do Disk Cleanup	1-2 weeks	
Run Windows Update	Every month or two	
Update your programs	Every 2-3 months usually OK	

General Maintenance		
Clean PC Case and Insides	Once a year. If really dirty more often	
Diagnose Hardware	Every 6mo to a year	
Clean Up Programs	Every 6 Month	
Clean Mouse	2-3 weeks and as needed	
Clean up Printer	2 months or as needed	