



Gecko Technologies

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Monthly Maintenance Recommendations

✍ 20 minutes per desktop or laptop

- ✍ update Windows & Internet Explorer service packs and security updates
- ✍ update antivirus definitions (and version when applicable)
- ✍ delete temporary, dump files, and other unnecessary files
- ✍ watch for virus or security concerns
- ✍ check disk space
- ✍ scan and defragment on a regular schedule
- ✍ clean interiors on a regular schedule

✍ 1 hour per server

- ✍ update service packs and security patches
- ✍ ensure UPS is functioning properly
- ✍ verify antivirus operation and update levels
- ✍ delete temporary, dump files, and other unnecessary files
- ✍ watch for virus activity or signs of intrusion attempts
- ✍ check disk space
- ✍ verify that backed up data is restorable
- ✍ clean interior on a regular schedule

✍ 10 minutes per other hardware device (i.e. printer, scanner, etc.)

- ✍ depends on device – clean as needed

✍ Basic security and/or back-up log monitoring

- ✍ monitor to ensure backups are completing and/or watch for security concerns