



Computer Technology

Western Technical-Commercial School

Name: _____

Date: _____

Section: _____

Computer Service and Maintenance Tracking Sheet

Students will go through the process of cleaning the computer hardware for a class set of computers after reviewing the proper method and following the steps required to complete a computer hardware cleaning. Computers will be tested first, then cleaned - case, internal components, cables, monitor, keyboard, mouse, and computer area with case located securely and cables tie wrapped and organized. More related feedback and/or sketch notes on each step referring to step number can be written on back if there is no room in description.



Steps and Information Guide		Tracking & Evaluation			
Step#	Description	Mark	Self	Peer	Teacher
1 Date:	Lab room number: _____ Computer model: _____ Board serial number: _____ Station number in lab area: _____ Any issues:	/5			
2 Date:	System Check: Clean boot, checking system, keyboard, mouse, optical drive, and monitor	/10			
3 Date:	Power Down: Main power unplugged, and avoid any jostling or impacts of case and components while cleaning	/5			
4 Date:	Cleaning: Case internals, grills, and components to be air cleaned with compressed air in strategic short spurts, remove major components to properly air and wipe down tight spots	/30			
5 Date:	Connections: Check power and data cable connections, routing, ram seated, components secured, case cover	/10			
6 Date:	Case: External surfaces can be wiped down with a damp cloth	/5			
7 Date:	Monitor: internals to be air cleaned and external with damp cloth	/5			
8 Date:	Keyboard and Mouse: Use compressed air, light detergent with cotton cloth for germs, dirt build-up, and scrape any accumulated gunk off Teflon mouse coasters	/10			
9 Date:	Exterior Cable Management: Using cable ties and cable trough to organize and minimize cable mess	/10			
10 Date:	Case Secured: Properly space, centre case location, and secure case using two #8 * 3/4" flat Robertson wood screws through box base into computer lab table	/10			
Totals		/100			