General Maintenance for a Workstation

1) Run a check-disk on all hard drives

a. Chkdsk and chkdsk /f with reboot if needed

2) Defrag all hard drives

3) Operating System critical updates:

a. Windowsupdates.microsoft.com

4) Application Updates:

a. Firefox

b. Thunderbird

c. MS Office

d. MIS VNC

5) Spyware Scan

6) Anti-Virus:

a. Full scan on the computer

b. Make sure the signature files are up to date

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