**Equipment Maintenance Tips**

Proper maintenance of equipment will extend the useful life of the equipment and reduce the need for repairs. Therefore, it is important to:

* Develop a set of maintenance plans and procedures
* Keep proper records
* Create a cleaning schedule
* Store equipment in the proper environment
* Back up data daily
* Clean the outside of the case
* Inspect all devices on a weekly basis
* Delete any unnecessary temporary files
* Perform an extensive maintenance check every six months
* Keep track of the purchase dates, serial number, routine maintenance and repair of all equipment