102: Computer System Care

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Section: Office Administration
Subject: Computer System Care
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Policy

Computer Equipment During Thunder and Lightning Storms

Personnel in each Service Center should give careful attention to their Computer System if there is a thunder or lightning storm in the area. These storms can be DETRIMENTAL to your computer system. They can eliminate everything on your computer if you do not have surge protectors on the system and can sometimes wipe out a system with a surge protector attached. When lightning strikes a terminal, the surge can travel through the cables and possibly hit more than one terminal or printer which can become extremely costly to a Service Center.

The important thing to do during a storm of any kind is to log out of the system, unplug it from the wall and wait until the storm passes. This is for your safety as well as protecting all the computer equipment.

Cleaning of Computer Equipment

It is VERY important that terminals and keyboards be kept clean. The terminal should be cleaned at least twice a month to remove all dust, dirt and pen marks. This prolongs the life of your terminal and keeps down the static electricity that builds up, thus avoiding costly repairs or replacements.

- Clean terminals twice a month with alcohol and a dust-free towel. Pour alcohol on towel; do not pour directly onto the terminal.
- Clean the monitor and keyboard while the monitor is off.
- Clean the printer the same way-with alcohol and a dust-free towel.
- When cleaning the keyboard, be extremely careful with the keys and do not press down hard.

It cannot be stressed enough to take care of your computer equipment in the above manner.

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