

CA Weekly Lab Checklist

Date: _____

Location: _____

CA: _____

All Computers:

- Will Firefox open and perform a Google Search?
- Will Word open?
- Can you save a Word document to the desktop?
- Is Word macro protection enabled?
- Will Excel open?
- Can you save an Excel document to the desktop?
- Can the machine print to its default printer?

Macs:

- Will Safari open and perform a Google Search?
- Are all Software Updates done?

Windows:

- Will Internet Explorer open and perform a Google Search?
- Are all available Windows Updates installed?
- Does F-Prot have the most recent definitions?
- Has an F-Prot scan been run in the past week?

Printers:

- Does the printout look all right?
- Is the printer full of paper?
- Does the printer have sufficient toner (no warning messages)?
If printer needs toner, note printer model and asset number:

Notes: _____
