



# Touch Screen Kiosk Maintenance Plan

Some of these tasks may not apply to your specific kiosk configuration

NOTES: Priority (1-5, 1 being the highest priority), Frequency (adjust for your specific needs - usage, environment, etc.), Assigned to: (assign person responsible)

## Housing maintenance Exterior

Task	Priority	Frequency	Assigned to:
Check exterior for scratches, chips, damage. Touch up or fix as necessary	3	Quarterly	
Clean kiosk exterior with mild soap and warm water (be careful not to get exposed computer hardware wet)	3	Monthly - quarterly	
Check that any fans are working, Lubricate if necessary	1	Monthly - quarterly	
Check feet, casters, base for stability of unit	2	Monthly - quarterly	
Inspect locks, latches and door	3	6 months	

## Housing maintenance Interior

Task	Priority	Frequency	Assigned to:
Vacuum entire inside including fans	2	Monthly - quarterly	
Replace any burned out bulbs	2	Quarterly	
Check all connections (AC, computer, etc.)	3	Quarterly	

## Peripherals maintenance

Task	Priority	Frequency	Assigned to:
Clean touch screen monitor with antibacterial wipes made for computer screens	1	Daily - weekly	
Check monitor mounting for gaps and repair if necessary	3	Monthly - quarterly	
Clean any other input devices carefully	1	Daily - weekly	
Clean camera lens and make sure it is mounted correctly	4	Monthly - quarterly	
Vacuum printers, check paper and ink/toner	2	Daily - weekly	

## Computer maintenance

Task	Priority	Frequency	Assigned to:
Check internet connection	5	6 months	
Do any data backups necessary	1	1 month - 6 months	
Run disk defrag program	4	1 year	
Confirm that antivirus software is running and up to date	1	Weekly - monthly	
Run operating system updates if desired/necessary	3	Quarterly - yearly	
Vacuum fans on computer	1	1 month - 6 months	

This touch screen kiosk maintenance plan is intended to assist exhibit managers in maintaining electronic touch screen exhibits. This plan should help extend the life of your kiosk and components but in no way guarantees any kiosk longevity, safety or success.