



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

**SPECIAL PROGRAM IN TECHNICAL VOCATIONAL EDUCATION (SPTVE)
COMPUTER SYSTEMS SERVICING 10 Q3-W7**

I. Topic: CLEANING COMPONENTS AND PERIPHERALS

II. Objectives:

1. identify the cleaning tools and peripherals;
2. follow safety measures in cleaning components and;
3. clean a computer device with safety.

III. Brief Introduction

Cleaning the components and peripherals helps keeps the computer in good working condition over the time. Depending on the environment that your computer operates will determine how often cleaning should be done.

CLEANING TOOLS

1. Lint Free Cloth– A cloth is the best tool used when rubbing down a component.
2. Water or Rubbing Alcohol – solvent for moistening a cloth.
3. Portable Vacuum - Sucking the dust, dirt, hair, and other particles out.
4. Cotton Swabs - Wiping hard to reach areas and other locations.
5. Cable tie - Bundle cables neatly inside and outside of a computer.
6. Soft Brush – Soft bristle brushed to remove unwanted particles.

GENERAL CLEANING GUIDELINES

1. Turn off the computer when cleaning will be done.
2. Never spray or squirt any liquid onto any computer component.
3. Use a vacuum to suck up dirt, dust, or hair around the computer on the outside case.
4. Be cautious when using any cleaning solvents. Try to always use water or a highly diluted solvent.
5. Be careful not to accidentally adjust any knobs or controls.
6. Never eat or drink around the computer

IV. Activity 1

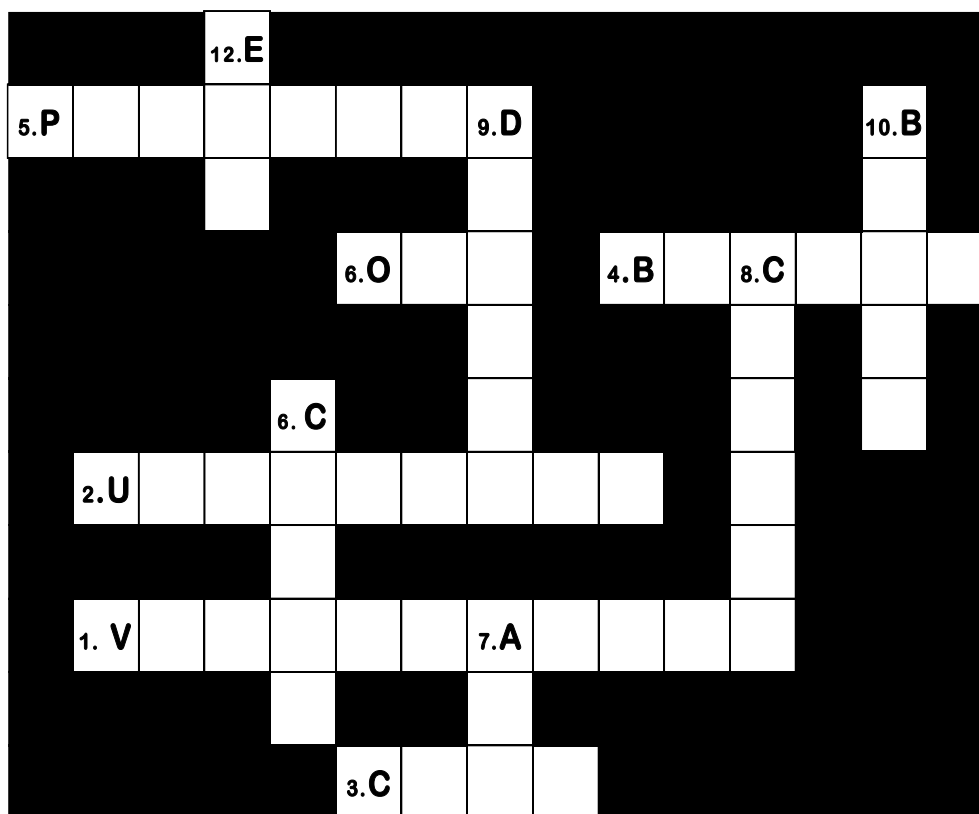
Computer component needs to be cleaned regularly for it may prolong its life. The best way to clean is to follow the instruction on the user's manual. Internal and external parts should remain dust-free with adequate cooling system most on the inside parts. Answer the crossword puzzle and write the answer on it.





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CROSSWORD PUZZLE



ACROSS

1. This will allow proper circulation of air inside the computer unit.
2. To avoid damage to the computer unit always turn off when cleaning a computer.
3. This means taking care of your computer and should be properly turned off.
4. Protecting files by means of creating a duplicate copy on a hard drive or any removable storage device.
5. Installing with it will make files more secure to open.
6. Always shutdown the computer.

DOWN

7. Used to clean the screen by wiping it down from corner to corner.
8. Used to clear the crumbs from the surface, between on, and inside keys like blowing.
9. Used to clean the optical mouse lens.
10. This utility can be used to clean the HDD for it cannot be cleaned physically.
11. Its bristle is used to clean the motherboard in wiping out the dust.
12. Can protect electronic damages.

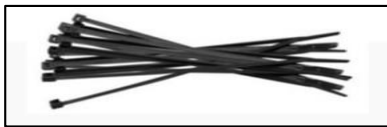
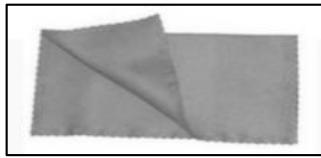




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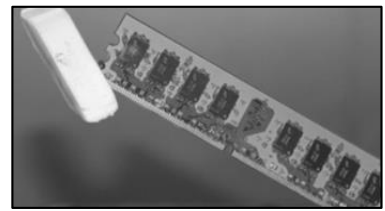
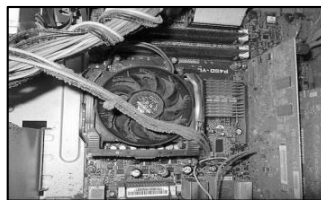
Activity 2

Directions: Given the tools as shown on the pictures below, identify its usage. Write the answer in the box provided.



Activity 3

Directions: Study the picture below and identify the tool could be used to remove dirt and make it clean. Write the answer in the box provided.



V. Assessment:

Directions: Read each statement carefully and choose a letter that will best describe to it. Write the answer before each number.





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1. Disk utility use to rearrange fragmented data on disks to work more efficiently.
 - a. Defragmenter
 - b. Fragmenter
 - c. Software
 - d. Defrag
2. Disk utility that will check the computer's hard drive for errors and bad sectors.
 - a. Scan
 - b. System Restore
 - c. Scandisk
 - d. Data backup
3. A Microsoft Windows OS utility that is designed to free up space on the hard drive.
 - a. Network software tool
 - b. Data Backup
 - c. Scandisk
 - d. Disk Cleanup
4. Dust, food, liquid, and other particles can get stuck underneath the keys on your keyboard. Which of the following consideration is not included in cleaning the keyboard?
 - a. Unplugged the KB
 - b. Dusting the KB
 - c. Upside-down the KB
 - d. Ignore the above considerations
5. Which of the following is not the proper way of using a liquid when cleaning a computer?
 - a. Never spray the liquid directly to the component.
 - b. If liquid is needed, wipe it with a lint-free cloth.
 - c. If liquid is needed, spray it on a lint-free cloth then wipe.
 - d. Read the user's manual about wiping out a dust on a computer.
6. It will absorb a dust, dirt, hair, cigarette particles, and other particles out of a computer.
 - a. Compressed air
 - b. Cotton buds
 - c. Vacuum cleaner
 - d. Lint-free cloth

VI. Reflections

1. How does being it feel working on a clean environment?
2. What are the things to be done in order to maintain cleanliness at home, in school, and for self?

References:

1. CHS 10 module
2. www.tesda.gov.ph
3. <http://en.wikipedia.org>
4. www.techsoup.org
5. www.howstuffworks.com
6. www.microsoft.com/technet/network

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