

NETWORK & CONNECTIVITY

- ☐ Structured cabling labelled and documented
- ☐ Wi-Fi coverage verified in all work areas
- ☐ Redundant internet link or failover configured

SYSTEMS & DATA

- ☐ Automated backups running and restore tested
- ☐ Business systems (ERP/CRM) access reviewed
- ☐ Staff accounts use least-privilege access

SECURITY

- ☐ Endpoints and servers run updated protection
- ☐ SSL certificates valid on all public services
- ☐ Passwords managed with a policy or manager

SUPPORT & CONTINUITY

- ☐ Support arrangement documented and reachable
- ☐ Key contact list current (ISP, vendors, Avitech)
- ☐ Recovery plan written and shared with staff