FLUXLABS

CHECKLIST · TEN MINUTES A MONTH

Monthly IT check for owners

You don't need to be technical. Ask these questions once a month, and keep this page as a record.

Month _____

Checked by _____

Ask your IT team (or check yourself)

- [ ] Did every backup run this month? When was a restore last tested?
- [ ] Are all computers up to date? Which ones aren't, and why?
- [ ] Did any security alerts come up? What was done about them?
- [ ] Who has admin access today? Is that list still right?
- [ ] Are there accounts for people who no longer work here?
- [ ] Is any equipment out of warranty, or more than 5 years old?
- [ ] Any open problems that keep coming back?
- [ ] Any software or services we pay for but don't use?

Check for yourself

- [ ] Your own two-step sign-in still works
- [ ] Website loads, and its renewal date is known
- [ ] Bank and payroll alerts are on
- [ ] Staff know who to call for help

Notes and follow-ups

Free from Flux Labs, IT support for local businesses.
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