

Your IT Lockdown Checklist

1. Redirect your desk phone to a mobile number if you don't have an IP phone you can take home.
2. Switch off all non-essential electrical appliances, including monitors, at the socket. **Keep the server room going!**
3. If possible, install a cost-effective environmental monitoring unit. They will tell you if there is a problem like heat or humidity in the server room.
4. Clearly identify any essential electrical appliances that can't be turned off for business continuity reasons. If there is no conversation or labelling, some 'do gooder' will be turning it off!
5. Tidy your desk as much as you can and remember not to leave notes with GDPR related data or passwords lying around.
6. Remove all food from the fridge and take home anything from your desk space. Clean your dishes and put them away safe. You'll regret forgetting that cheese sandwich next to the USB Drive in your drawer! Remember what we said in a months time ...
7. Pack up and take home all files and folders that you need ... or even better ... make sure you can access them via SharePoint or a secure remote access server with Two Factor Authentication. Hoping you tested remote access previously!
8. Remove any personal belongings that you may need: phone chargers, glasses, coats, shoes, personal documents, bags and purses / wallets ... and external storage devices.
9. Check if you have all the IT equipment that you need: VoIP phone, monitor, laptop, cables, keyboard and mouse.
10. Collect up all additional specialist kit you need for your role.
11. Take your height adjustable chair home with you and wrist supporting mouse pad. We're talking about long hours and a month of lock down.
12. Check that you have a copy of all the contact details you need, if you still collect business cards. Ideally, contacts should be electronic and securely saved and encrypted. Alternatively available via secure remote access to the CRM.
13. Pick up your pass and take it home. Put it somewhere safe until you come back ...
14. Check with your leadership team that you have an appropriate understanding of your Business Continuity Plan and what you need to do.
15. Ensure your leadership team have your contact details as required.
16. Turn off the lights and turn on the CCTV and Alarm System.

Additional Notes:

The security risks around the lockdown situation is real. It has created an opportunity for criminals because we are working remotely. Do what you can to avoid it.

We were personally broken into during Lockdown 1 and we also know of others. Additionally, Cybercrime is at the highest levels we have ever seen. You will see many scams, phishing emails and malware. Protect yourself, your office and your IT.

Contact us if you need IT, IT Security, Cloud IT or Telephony help.

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