CORE

IT Network Audit Checklist

Employee :

Date :

Daily Checklist
- ○ Check for any visible signs of damage or wear on cables and equipment.
- ○ Ensure all cables are properly connected and secured.
- ○ Monitor temperature and humidity levels within the IT closet.

Weekly Checklist
- ○ Inspect cables for proper labelling and organization.
- ○ Verify that cable ties and trays are in place and functional.
- ○ Ensure the air conditioning or ventilation system is operational.

Monthly Checklist
- ○ Clean the IT closet to remove dust and debris.
- ○ Use compressed air to blow dust off equipment and servers.
- ○ Test backup power supplies and Uninterruptible Power Supplies (UPS).
- ○ Review and update the inventory of equipment and cables.

Quarterly Checklist
- ○ Perform a full audit of all server racks, equipment, and patch cables.
- ○ Measure and test all cables for proper functionality.
- ○ Check for software updates on servers and networking equipment.
- ○ Review and update network diagrams and documentation.

Semi-Annual Checklist
- ○ Conduct a comprehensive security check, including firewalls and access controls.
- ○ Test disaster recovery procedures and backup systems.
- ○ Replace any damaged or worn cables and equipment.
- ○ Evaluate the efficiency of the cable management system and make necessary improvements.

Annual Checklist
- ○ Perform a deep cleaning of the IT closet, including all equipment.
- ○ Review and revise IT policies and procedures.
- ○ Conduct training sessions for staff on IT closet maintenance and best practices.
- ○ Plan for future upgrades and expansions based on current and projected needs.
- ○ Evaluate and test UPS batteries, consider replacement if not 100%

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