



Summer Tech Pre Checklist

Use this checklist to ensure your school IT department is prepared for a smooth, secure, and efficient start to the academic year. Each section includes key tasks to complete during summer break.

Inventory and Asset Management		
	Action Item	Comments
	Conduct a full audit of hardware and software assets.	
	Update inventory records and remove outdated items.	
	Tag and organize equipment for tracking and management.	
Maintenance and Upgrades		
	Action Item	Comments
	Identify and replace outdated or unsupported systems.	
	Repair or replace damaged ports, cables, and peripherals.	
	Apply all available software patches and updates.	
Safety and Risk Mitigation		
	Action Item	Comments
	Review and update user permissions using the principle of least privilege.	
	Verify IT security policies are current and compliant.	



	Test data backup and recovery processes.	
	Train staff on incident response with tabletop exercises.	
	Set up alerts for server and network log monitoring.	
Environment and Organization		
	Action Item	Comments
	Clean server rooms and equipment to reduce dust buildup.	
	Reorganize tech storage areas for efficiency and accessibility.	
	Label and bundle cables; ensure servers are mounted in racks.	
	Install surge protectors and UPS systems for critical devices.	
	Recycle e-waste through a certified disposal vendor.	