

Microsoft Cloud

Scheduled Service Checklist



AVANTGARDE
TECHNOLOGIES

Customer:

Date:

Maintenance Check

Result

- Active Backup for all 365 accounts (manual check) - ensuring all items are included in the job

YES ☐ NO ☐

Comments:

- Test restore of an email

YES ☐ NO ☐

Comments:

- Test restore of SharePoint file

YES ☐ NO ☐

Comments:

- Log into Antivirus products (ensure all endpoint devices have active antivirus and are up to date)

YES ☐ NO ☐

Comments:

- Check Spam Filters

YES ☐ NO ☐

Comments:

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TECHNOLOGIES

Maintenance Check

Result

- Check that all users have MFA enabled

YES ☐ NO ☐

Comments:

- Review M365 Risk Detections (User and Device Logins)

YES ☐ NO ☐

Comments:

- Confirm Audit Logging enabled

YES ☐ NO ☐

Comments:

- Review M365 license expiry dates

Expiry Date: _____

Comments:

- Review external sharing in SharePoint/OneDrive

YES ☐ NO ☐

Comments:

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TECHNOLOGIES

Maintenance Check

Result

➤ Check Device Compliance status

YES ☐ NO ☐

Comments:

➤ Check and record Microsoft security score

YES ☐ NO ☐

SCORE: _____

Top 5 Recommendations:

Comments:

- _____
- _____
- _____
- _____
- _____

➤ Conditional access Rules
(no silly Rules, Geolocation filters
in place for Sanctioned
Countries)

YES ☐ NO ☐

Comments:

➤ Review security access of all
privileged access accounts

YES ☐ NO ☐

Comments:

➤ Review Application Patching and
confirm all workstations are up to
date

YES ☐ NO ☐

Comments:



Maintenance Check

Result

- Review Windows Patching and confirm all workstations are up to date

YES ☐ NO ☐

Comments:

- Review domain expiry dates

Expiry Date: _____

Comments:

- Review certificate expiry Dates

Expiry Date: _____

Comments:

- Confirm all devices are in Application Whitelisting enforcement mode

YES ☐ NO ☐

Comments:

- Ensure DMARC, DKIM and SPF records are in place and up to date

YES ☐ NO ☐

Comments:



Maintenance Check

Result

- Confirm Retention Policies are configured and time specified

YES ☐ NO ☐

Comments:

- Review Network Firewall Firmware is up to date and no ANY <> ANY rules in place

YES ☐ NO ☐

Comments:

- Ensure critical network equipment is connected to UPS (min 20min run time)

YES ☐ NO ☐

Comments:

- Ensure Access Layer Network device firmware is up to date (Switches & Access Points)

YES ☐ NO ☐

Comments:

- Ensure the latest backup configuration for managed network devices is current or automatically backed up monthly. Saved Network location must be secured

YES ☐ NO ☐

Comments:

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TECHNOLOGIES

Maintenance Check

Result

- Ensure MFP's & Printers drivers up to date. No Print Nightmare

YES ☐ NO ☐

Comments:

- NAC Certificates are current (PEAP/EAP-TLS)

YES ☐ NO ☐

Comments:

- Check DLP alerts and configuration

YES ☐ NO ☐

Comments:

- Review & address SIEM and SOC alerts

YES ☐ NO ☐

Comments:

- Email alerting on firewall changes sent to alerts@avnt.net.au

YES ☐ NO ☐

Comments:

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TECHNOLOGIES

Maintenance Check

Result

- Review Vulnerability Scan reports;
Remediate as required

YES ☐ NO ☐

Comments:

- Confirm all Infrastructure is in
Monitoring

YES ☐ NO ☐

Comments:

- Check vendor Maintenance
period of all infrastructure

YES ☐ NO ☐

Comments:

- Check time sync across
all/critical devices

YES ☐ NO ☐

Comments:

- Check infrastructure firmware

YES ☐ NO ☐

Comments:



Maintenance Check

Result

➤ Review monitoring logs/portal for active alerts

YES☐

NO☐

Comments:

Completed By:

Date:

Signature: