

Microsoft Hybrid 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 from server backup

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:

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AVANTGARDE
TECHNOLOGIES

Maintenance Check

Result

➤ Check Spam filters

YES ☐ NO ☐

Comments:

➤ Check that all users have MFA enabled

YES ☐ NO ☐

Comments:

➤ Review M365 Risk Detections

YES ☐ NO ☐

Comments:

➤ Confirm Audit Log enabled

YES ☐ NO ☐

Comments:

➤ Review M365 license expiry dates

Expiry Date: _____

Comments:

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TECHNOLOGIES

Maintenance Check

Result

- Review external sharing in SharePoint/OneDrive

YES ☐ NO ☐

Comments:

- 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:

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TECHNOLOGIES

Maintenance Check

Result

- Review Application Patching and confirm all workstations & servers are up to date

YES ☐ NO ☐

Comments:

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

YES ☐ NO ☐

Comments:

- Review domain expiry dates

Expiry Date: _____

Comments:

- Review certificate expiry dates (including internal services i.e. Center)

Expiry Date: _____

Comments:

- Confirm all devices are in Application Whitelisting enforcement mode

YES ☐ NO ☐

Comments:

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TECHNOLOGIES

Maintenance Check

Result

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

YES ☐ NO ☐

Comments:

- Confirm Retention Policies is 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:

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TECHNOLOGIES

Maintenance Check

Result

- 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:

- 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:

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TECHNOLOGIES

Maintenance Check

Result

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

YES ☐ NO ☐

Comments:

- 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:

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TECHNOLOGIES

Maintenance Check

Result

➤ Check infrastructure firmware

YES ☐ NO ☐

Comments:

➤ Review monitoring logs/portal for active alerts

YES ☐ NO ☐

Comments:

➤ Review event logs on critical servers

YES ☐ NO ☐

Comments:

➤ Check Backups both local and airgap

YES ☐ NO ☐

Comments:

➤ Check transaction logs purged by backup

YES ☐ NO ☐

Comments:

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TECHNOLOGIES

Maintenance Check

Result

➤ Check EntraID sync

YES ☐ NO ☐

Comments:

➤ Check that application proxies are up to date

YES ☐ NO ☐

Comments:

➤ Service Accounts are used where possible

YES ☐ NO ☐

Comments:

➤ Check Domain Admin, Enterprise Admin, Record Membership and last login timestamps

YES ☐ NO ☐

Comments:

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➤ Check DR replication

YES ☐ NO ☐

Comments:

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TECHNOLOGIES

Maintenance Check

Result

- Check email alerts are configured in IPMI/OpenManage etc.

YES ☐ NO ☐

Comments:

- Check disk space remaining on servers and SAN block storage volumes

YES ☐ NO ☐

Comments:

- Review scheduled tasks on servers

YES ☐ NO ☐

Comments:

- Check EUC applications are not installed on servers

YES ☐ NO ☐

Comments:

- Server Start-up and Shutdown Sequence configured in Hypervisors

YES ☐ NO ☐

Comments:

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TECHNOLOGIES

Maintenance Check

Result

- Review iDRAC/iLO Auto-Start after power loss

YES ☐ NO ☐

Comments:

- Onsite Visit (Check rack is neat, tidy and locked)

YES ☐ NO ☐

Comments:

Completed By:

Date:

Signature:
