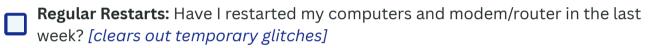


# **Checklist for DIY System Administrators**

**Captain's Log:** We empower business growth through technology and while we'd rather you let us be your SysAdmin, we understand the desire to DIY (we are geeks after all) and sometimes the necessity. Here's how we keep our clients' digital assets healthy, safe, and ready for whatever tomorrow brings.

### Is My System Healthy?

Keeping Your Tech Running Smoothly and Efficiently.



Updates Installed: Are my operating system (Windows, macOS, etc.) and web
browsers set to automatically update, or have I manually checked for updates this month?

**Software Up-to-Date:** Are my most-used applications (Office suite, security software, etc.) updated to their latest versions?



**Adequate Free Space:** Does my main computer drive have at least 15-20% free space? *[essential for good performance]* 

**Performance Check:** Is my system generally running without unusual slowdowns, freezes, or frequent error messages?

**Physical Cleaning:** Have I dusted out my computer vents and keyboard recently (e.g., every 6 months)?

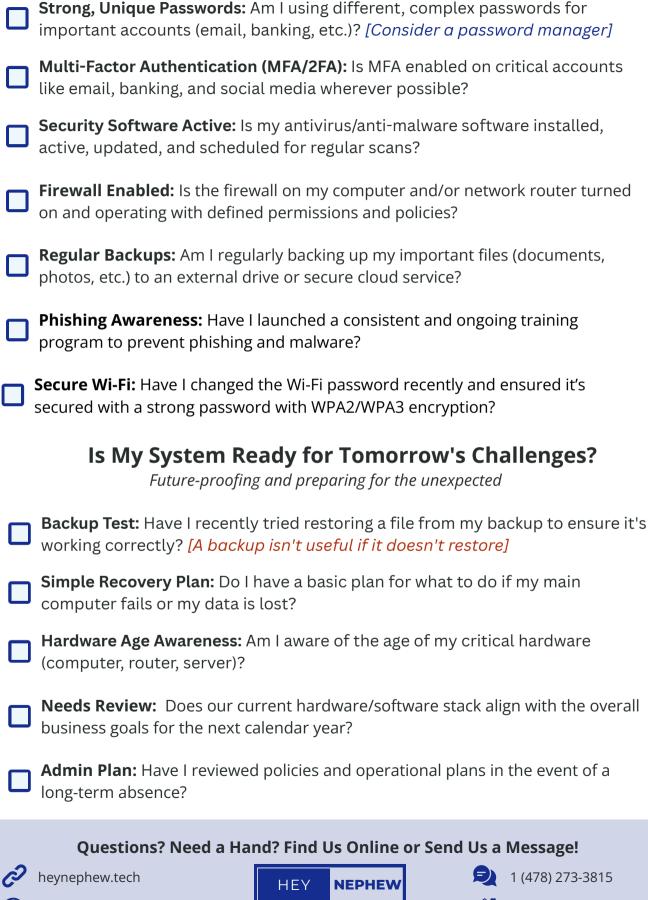
#### Vendor Tracker

#### Warranty Tracker

| Vendor        | Renewal Date | Annual Cost | Device               | Serial # | End Date   |
|---------------|--------------|-------------|----------------------|----------|------------|
| Microsoft 365 | 08/31/2025   | 99.99       | Dell Inspiron Laptop | 7X3YZN2  | 09/15/2026 |
|               |              |             |                      |          |            |
|               |              |             |                      |          |            |
|               |              |             |                      |          |            |
|               |              |             |                      |          |            |
|               |              |             |                      |          |            |
|               |              |             |                      |          |            |

## Is My System Safe?

Protecting your valuable information and devices from threats



MANAGED TECH SERVICES

help@heynephew.tech

