

Medium SMB Checklist — YES/NO Shorthand Version

(with quick PC navigation steps)

● A. Network / Wi-Fi

1. Router brand/model

— Look at router label.

YES/NO

2. Router firmware updated

→ Log into router (browser → gateway IP 192.168.x.x → admin).

→ Look for Firmware/Update.

YES/NO/UNKNOWN

3. Router admin password changed

→ Try login; if still admin/admin → NO.

→ Ask owner if password was ever changed.

YES/NO

4. WPA2/WPA3 enabled

→ Router UI → Wireless → Security Mode.

YES/NO

5. Guest Wi-Fi exists

→ Check phone Wi-Fi list or router SSID list.

YES/NO

6. Guest Wi-Fi isolated

→ Router UI → Guest settings → “Access to LAN” OFF.

YES/NO

7. SSID names recorded

→ Note Staff SSID + Guest SSID.

DONE

8. Wi-Fi password strong

→ Ask owner: “Is it simple or random/long?”

YES/NO

9. WPS disabled

→ Router UI → WPS settings → OFF.

YES/NO

10. UPnP disabled

→ Router UI → Advanced → UPnP → OFF.

YES/NO

11. Firewall enabled

→ Router UI → Firewall/Security → ON.

YES/NO/UNKNOWN

● B. Devices / Workstations

12. Total workstations

→ Ask owner.

NUMBER

13. Windows Update current

→ PC: Start → Settings → Update & Security → Windows Update

YES/NO

14. Antivirus active

→ PC: Search “Windows Security” → Virus & threat protection

YES/NO

15. Local admin disabled

→ PC: Computer Management → Local Users & Groups → Groups → Administrators

→ Check members.

YES/NO

16. BitLocker enabled

→ PC: Manage BitLocker

→ C: drive → ON?

YES/NO

17. Auto-lock screen enabled

→ PC: Settings → Accounts → Sign-in options

→ Require sign-in on wake?

YES/NO

18. Shared accounts in use

→ Ask: "Does everyone use their own login?"

YES/NO

19. RDP enabled

→ PC: Win+R → SystemPropertiesRemote.exe → Remote tab

→ Remote connections allowed?

YES/NO

20. Unsupported OS present

→ PC: Settings → System → About

→ Windows 7/8 = YES (unsupported)

YES/NO

21. USB unrestricted

→ Ask: "Can anyone plug in USB devices?"

YES/NO

● C. Accounts / Access Controls

22. Unique accounts per employee

→ Ask: "Does each employee have their own login?"

YES/NO

23. Password complexity enforced

→ Ask owner/IT: "Do you require strong passwords?"

YES/NO

24. Password expiration enabled

→ Ask: "Do passwords expire every 60–90 days?"

YES/NO

25. MFA on email

→ Ask: "Do you use 2-step verification for email?"

YES/NO

26. MFA on critical systems

→ Ask: "Any MFA on financial or practice apps?"

YES/NO

27. Inactive accounts removed

→ Ask: "Do you disable accounts when someone leaves?"

YES/NO

28. Default accounts disabled

- PC: Computer Management → Users
- Guest & built-in Administrator disabled?

YES/NO

 D. Backups / Server

29. Backups scheduled

- Ask: "Do you back up files regularly?"

YES/NO

30. Backups offsite/cloud

- Ask: "Are backups stored anywhere outside this building?"

YES/NO

31. Backup integrity tested

- Ask: "Have you tested restoring backups recently?"

YES/NO

32. Shared folders restricted

- Ask/Check: "Do all employees access everything?"

YES/NO

33. 'Everyone' permissions present

- If checking a share: Right-click folder → Properties → Security

→ "Everyone" listed?

YES/NO/UNKNOWN

 E. Business Processes

34. Incident Response Plan exists

- Ask: "Do you have steps written down for what to do if ransomware hits?"

YES/NO

35. Cybersecurity training done

- Ask: "Have employees had cybersecurity training?"

YES/NO

36. Onboarding documented

- Ask: "Do you have a checklist when someone is hired?"

YES/NO

37. Offboarding documented

→ Ask: "Checklist for disabling accounts when someone leaves?"

YES/NO

● F. Physical Security

38. Networking equipment secured

→ Look: router/switch locked away or sitting out?

YES/NO

39. Server room restricted

→ Locked office? Anyone can enter?

YES/NO/NA

40. Workstations protected

→ Screens visible to public? Easy physical access?

YES/NO

📝 G. Notes

41. Major risks

Write 3–5 biggest issues.

42. Quick wins

Fast fixes.

43. Long-term improvements

Bigger projects.

44. Owner concerns

Anything they mention.

45. Follow-up

Did they agree to a full remediation discussion?