The Northern Kentucky

Business Owner's

IT Security Checklist

A Comprehensive Guide to Protecting Your Business

✓   15 critical security vulnerabilities most businesses miss

✓   Simple checklist to audit your current IT setup

✓   Red flags that mean you need to switch IT providers

✓   Cost calculator: What you should be paying for IT

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Introduction

Every day, Northern Kentucky businesses lose thousands of dollars to preventable IT issues. This guide gives you a clear, actionable checklist to identify vulnerabilities before they cost you money, data, or reputation. Use this checklist quarterly to keep your business protected.

Part 1: 15 Critical Security Vulnerabilities Most Businesses Miss

1. Outdated Software & Operating Systems

❏ All computers running supported Windows versions (Windows 10/11)

❏ macOS systems updated to supported versions

❏ All software applications receiving security updates

❏ Legacy systems documented and isolated from network

Red Flag:	Running Windows 7, Windows 8, or unsupported software
Risk Level:	CRITICAL - Primary target for ransomware
Fix Cost:	$500-2,000 per workstation upgrade

2. Weak or Shared Passwords

❏ All employees using unique passwords (no sharing)

❏ Passwords minimum 12 characters with complexity

❏ Password manager implemented company-wide

❏ Admin passwords changed quarterly

Red Flag:	"Password123" or company name as password
Risk Level:	CRITICAL - #1 cause of breaches
Fix Cost:	$0 (password manager: $3-5/user/month)

3. No Multi-Factor Authentication (MFA)

❏ MFA enabled on email accounts

❏ MFA enabled on banking/financial systems

❏ MFA enabled on remote access tools

❏ MFA enabled on cloud storage (Dropbox, OneDrive, etc.)

Red Flag:	Relying only on passwords
Risk Level:	HIGH - 99% of account compromises preventable with MFA
Fix Cost:	$0-10/user/month

4. Missing or Untested Backups

❏ Automated daily backups running

❏ Backups stored offsite or in cloud

❏ Backups tested monthly (can you actually restore?)

❏ Backup logs reviewed regularly

Red Flag:	"We think backups are running..."
Risk Level:	CRITICAL - Business-ending if ransomware hits
Fix Cost:	$100-500/month depending on data volume

5. No Antivirus or EDR (Endpoint Detection & Response)

❏ Enterprise-grade antivirus on all devices

❏ EDR solution monitoring threats 24/7

❏ Mobile devices protected

❏ Security alerts being monitored

Red Flag:	Using free antivirus or none at all
Risk Level:	HIGH
Fix Cost:	$5-15/device/month

Part 2: Quick 10-Minute IT Health Check

Score yourself: Give 1 point for each "Yes"

Basic Infrastructure (10 points possible)

❏ Internet connection reliable (99%+ uptime)

❏ WiFi covers entire office adequately

❏ Servers less than 5 years old

❏ Workstations less than 5 years old

❏ Network equipment (router/switches) enterprise-grade

Security (10 points possible)

❏ Firewall with active threat protection

❏ Antivirus/EDR on all devices

❏ Multi-factor authentication enabled

❏ Encrypted laptops

❏ Email security filtering

Backup & Recovery (10 points possible)

❏ Daily automated backups

❏ Offsite/cloud backup copy

❏ Backups tested monthly

❏ Disaster recovery plan documented

❏ Recovery time under 4 hours

Your Score:

35-40 points	Excellent - Your IT is in great shape
25-34 points	Good - Minor improvements needed
15-24 points	Fair - Significant gaps exist
Under 15 points	Poor - Urgent attention required

Part 3: What You Should Be Paying for IT

Typical IT costs for Northern Kentucky businesses:

Small Business (5-15 employees)

Managed IT Services	$1,500 - $3,500/month
Per-user cost	$100-250/user/month
Network setup (one-time)	$3,000 - $8,000
Annual IT Budget	3-8% of revenue

Next Steps: Get Your Free IT Security Assessment

Want us to complete this checklist for you? We'll come to your office and:

✓ Complete this entire checklist

✓ Test your backups

✓ Scan for vulnerabilities

✓ Provide detailed report with costs

✓ Give you a prioritized action plan

No obligation. No sales pressure. Just helpful information.

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About Simple IT

Simple IT has been serving Northern Kentucky businesses for 15+ years. We specialize in providing enterprise-grade IT and cybersecurity for small and medium businesses. Our guarantee: 15-minute response time, month-to-month agreements (no long-term contracts), transparent pricing, and 98% client retention rate.