Tech Checklist

The tech checklist goes over all of the needed procedures to run a smooth and productive service desk.

* Is all needed workplace equipment on and running correctly?
* Is external memory available for backing up files?
  + Such as Hard drives and memory cards
* Does every laptop have the appropriate charger?
* Is all antivirus running correctly?
* Make sure that the main door is unlocked
* Place open sign correctly notifying students that you are ready to provide support.