

# IT Health Checklist — Delhi SME Office Audit

12-point check · Complete in 30 minutes · Updated July 2026

CNC — Classic Network & Computers

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**How to use this checklist:** Tick each item when confirmed healthy. Leave unchecked if action is needed. Score yourself at the bottom.

Share with your IT team or CNC engineer for follow-up. | **Date of check:** \_\_\_\_\_ **Completed by:** \_\_\_\_\_

**Office location:** \_\_\_\_\_

## SECTION 1 — HARDWARE: LAPTOPS, DESKTOPS & PRINTERS

- 1. Physical condition of all devices**  
Check for cracked screens, broken hinges, damaged keyboards, unusual fan noise (clicking or grinding = HDD warning).
- 2. HDD / SSD health — SMART check**  
Run CrystalDiskInfo (Windows) on every machine. Any "Caution" or "Bad" status = data at risk. Back up immediately.  
**CNC: Data recovery — no data, no charge · +91-9810130131**
- 3. Dust cleaning — vents, fans, keyboards**  
Delhi climate: clean every 6 months. Blocked vents = overheating, slow performance, early failure. Annual compressed-air cleaning minimum.
- 4. Printer consumables and status**  
Check toner/ink levels, drum unit status, paper feed issues. Note any error codes on the printer display panel.

## SECTION 2 — UPS & POWER INFRASTRUCTURE

- 5. UPS battery runtime test Most commonly failed**  
Disconnect mains power from UPS. Time how long it keeps equipment running. Healthy 600VA: 10–15 min. Less than 2 min = dead battery.  
**UPS batteries last 2–3 years in Delhi. Replace proactively.**
- 6. Surge protection & earthing**  
All servers, workstations, and network equipment connected through UPS or surge protector? Check building earthing if unexplained failures have occurred.

## SECTION 3 — NETWORK SECURITY & CONNECTIVITY

- 7. Wi-Fi password & connected devices**  
Log into router admin → check connected device list. Any unknown device? Change Wi-Fi password if not changed in 12 months or after staff departure.
- 8. Network switch & LAN cable condition**  
Check all switch ports — amber or red blinking = fault. Inspect cables under floors/doorframes for pinching. One faulty cable = intermittent network for everyone.

## SECTION 4 — DATA BACKUP & RECOVERY

- 9. Last backup date + test restore**  
Check backup software last successful run date. Do a test restore of one actual file. Tally ERP: check data folder backup separately. Silent backup failures are the #1 preventable IT disaster.
- 10. Offsite or cloud backup in place**  
A backup in the same room as the server is not a real backup. Confirm at least one offsite copy: OneDrive, Google Drive, or external HDD stored offsite.

## SECTION 5 — CYBER SECURITY & SOFTWARE

- 11. Antivirus active & licensed on all machines**  
Check status on every laptop and desktop including WFH devices. Expired antivirus = zero protection. Also check Windows Update last run date.  
**Relevant for DPDP compliance — India's data protection law.**
- 12. Former staff access revoked**  
For every staff who left in the last 12 months: email deactivated, Windows login removed, VPN revoked, shared drive access removed. Check Microsoft 365 or Google Workspace admin console.

## BONUS — CCTV & PHYSICAL SECURITY

- CCTV is recording — play back 24 hrs ago**  
Log into DVR/NVR and verify footage from yesterday plays back clearly. Check HDD storage % used — minimum 30 days retention recommended.
- Remote CCTV viewing working on mobile**  
Open Hik-Connect or gCMOB app. Confirm live view works from outside the network. Breaks silently after firmware updates, IP changes, or router resets.

## Your IT Health Score

**12 / 12**

Excellent — schedule next check in 6 months

**9–11**

Good — fix gaps within 2 weeks

**6–8**

Needs attention — book CNC site visit

**Below 6**

High risk — call CNC immediately

Issues Found / Notes:

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### Found issues you can't fix in-house?

CNC provides free on-site assessment across all Delhi NCR areas — same day for most West Delhi locations.

+91-9810130131 | WhatsApp: 8130992267 | [cnc-system.com](https://cnc-system.com)

**Services:** Laptop & computer repair · Data recovery · IT AMC · CCTV installation · Network security · UPS & power · Cyber security · Cloud & Microsoft 365

