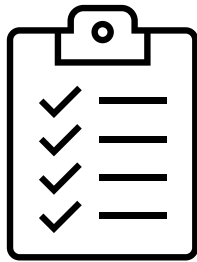


2022



YEAR-END IT-CHECKLIST

- Collection of all device's students & staff
- Confirm inventory and update asset tracking
- Assess all devices for damages
- Line-up resources for device repair
- Procure replacement devices beyond economic repair
- Clean & Sanitize all devices
- Re-image/power-wash/update devices
- Update Cloud identity provider

- Clean student accounts for new school year
- Complete life cycle audit of devices EOL
- Decommission devices in identity provider and asset system (In Chromebook environments update G-Suite)
- Replace End Of Life devices no longer receiving support
- Secure and store devices to charge
- Summer project setup/coordination
- Setup End of Year Technology review meeting (what went well this year, what did not go well, what could be improved or streamlined)
- Have a drink it has been heck of a year and you deserve it



NEED HELP? CONTACT US:

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