

DISASTER PREPAREDNESS CHECKLIST

Hardware Inventory

Item	Back up	Remote Access	Item	Back up	Remote Access
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Software Inventory

Item & Serial Key	Copy	Item & Serial Key	Copy
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

Internet Service Provider

..... Company Website/Email Phone #
------------------	------------------------	------------------

Email/Website Host

..... Company Website/Email Phone #
------------------	------------------------	------------------

Tech Support

..... Company Website/Email Phone #
------------------	------------------------	------------------