



ACE
Technology
Group

Office IT Environment Installations & Systems Checklist

☐ Server Room

- ☐ On-Prem + Cloud Servers
- ☐ Firewall Installation
- ☐ Data storage security/
backup/Disaster recovery

☐ Office Audio

- ☐ White noise
- ☐ Music Streaming

☐ Full Office Building

- ☐ Noise Detection
- ☐ Smoke Detection
- ☐ Temperature Sensing

☐ Bullpen

- ☐ Desktops/ Laptops
- ☐ Docking Stations
- ☐ Printers/Fax

☐ Entrance

- ☐ Security Cameras
- ☐ Handicap Accessible Auto Doors
- ☐ Keycard System

☐ Reception Area

- ☐ Welcome Display Screen
- ☐ VOIP Phone System

☐ Employee IT Day 1 Set-Up

- ☐ Network Access Credentials
- ☐ Email/Communication Tools
- ☐ Microsoft 365
- ☐ Shared Drives/Cloud Storage
- ☐ Remote Work Enablement
- ☐ Unlimited US Remote Help Desk

☐ Conference Room

- ☐ Drop Down Projector
- ☐ TV
- ☐ Integrated Speakers
- ☐ Microphones

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