

A Spring Cleaning Checklist for Your Business IT



Introduction



Just like your home, your business tech setup needs regular cleaning. Old software, outdated hardware, and unused accounts can slow you down—and create security risks. This seasonal guide helps you tidy up your IT environment so your business runs faster, safer, and more efficiently.

Why IT Spring Cleaning Matters

Over time, your systems collect clutter—apps you don't use, devices that aren't updated, or accounts that no longer belong to any employee. These leftovers can cost you money, introduce vulnerabilities, and make troubleshooting harder than it needs to be.


Your Spring Tech Cleanup Checklist

1. Remove Unused Apps and Accounts

Software subscriptions and user accounts pile up fast—especially when staff come and go.

What to Do:

- ✓ Audit all installed software and remove anything not in use
- ✓ Cancel subscriptions for apps your team no longer uses
- ✓ Deactivate or delete old user accounts (especially with admin access)
- ✓ Check shared drives and cloud platforms for abandoned content


 **Bonus Tip:** Removing unused software can improve performance and reduce attack surfaces.

2. Review and Retire Outdated Hardware

Old laptops, slow desktops, and failing printers aren't just frustrating—they're costly.

What to Do:

- ✓ List all company devices and check their age, speed, and warranty status
- ✓ Replace any machines that are sluggish, no longer secure, or out of support
- ✓ Donate or recycle retired devices securely (wipe all data first!)
- ✓ Label and assign each device clearly to avoid confusion


 **Planning Tip:** Aim to replace critical hardware every 3–5 years.

03 Update and Patch All Systems

Unpatched systems are one of the most common entry points for hackers.

What to Do:

- ✓ Install all available software updates and security patches
- ✓ Check antivirus, firewall, and backup systems for updates
- ✓ Review auto-update settings to keep things current
- ✓ Test updates after installation to ensure they don't break anything


 **Security Tip:** Set a monthly patch day moving forward to avoid falling behind.

04 Review Access and Permissions

Employees change roles, and businesses grow—but access levels often stay the same.

What to Do:


- ✓ Audit who has access to shared folders, systems, and cloud apps
- ✓ Remove access for ex-employees or third-party vendors no longer under contract
- ✓ Check admin roles—reduce these to the bare minimum
- ✓ Turn on MFA where it isn't already active

 **Cleanup Tip:** Use role-based access to keep permissions tidy and manageable.

• Bonus: Organize and Document As You Go

Don't just clean—record what you did. Update your IT documentation during your cleanup.

- ✓ Note removed apps and retired devices
- ✓ Log software versions and patch history
- ✓ Record access and permission changes
- ✓ Update your IT asset inventory

 **Efficiency Tip:** This makes your next audit or troubleshooting session faster and easier.

Final Thoughts: Fresh Tech, Clear Mind

Spring cleaning your IT systems might not be glamorous—but it's one of the best ways to boost productivity, reduce risk, and control costs. By spending a bit of time now, you'll save hours of frustration down the road.

Want help reviewing your IT environment? We'll handle the cleanup so you can focus on what you do best. Let's talk.

Contact us today to get expert help securing your business!



Office :

190 Harwood Ave. S
Ajax, ON
L1S 2H6

Phone Number :

(905) 231-1303

Email :

info@durham-it.ca