

# IT Equipment Setup and Provisioning Checklist

This document serves as a record for the setup, configuration, and provisioning of corporate IT equipment. Complete all steps and fill in the required details before deploying the asset to the end-user.

## 1. General Device Information

Asset Tag Number:  Device Serial Number:   
Device Manufacturer/Model:  Assigned Department:   
Primary User Name:  User Email Address:

## 2. Hardware Inspection & Physical Setup

- Unbox device and inspect for physical damage during transit.
- Verify all package contents are present (Power adapter, cables, peripherals, manuals).
- Connect device to power and perform initial boot test.
- Record battery health status (for laptops):
- Connect to physical desk peripherals (monitor, docking station, keyboard, mouse) and verify functionality.

## 3. BIOS / UEFI Configuration

- Update BIOS/UEFI to the latest approved stable version. (Current Version: )
- Enable Secure Boot and TPM 2.0.
- Set supervisor/administrator password for BIOS protection.
- Configure boot order priority (Internal storage drive set as primary).

## 4. Operating System & Identity Provisioning

- Install/re-image standard corporate Operating System. (OS Version: )
- Set Hostname according to naming convention. (Assigned Hostname: )
- Join device to the Corporate Domain / Azure Active Directory.
- Enroll device into Mobile Device Management (MDM) / Intune system.
- Verify primary user profile is created and local admin rights are restricted.

## 5. Network & Security Settings

- Verify active connection to corporate network (Wi-Fi or Ethernet).
- Record MAC Address (Ethernet):
- Record MAC Address (Wi-Fi):
- Verify Endpoint Protection / Antivirus software is active and updated.
- Enable full disk encryption (BitLocker / FileVault) and backup recovery key to active directory.
- Configure and test Corporate VPN client.

## 6. Software Installation

- Install corporate productivity suite (e.g., Microsoft 365 / Google Workspace).
- Install standard web browsers (Chrome, Edge, Firefox) with corporate policy extensions.
- Install enterprise communication tools (Teams, Slack, Zoom).
- Install department-specific software as requested. (List: )
- Run all pending operating system and application updates.

## 7. Quality Assurance & Sign-off

Provisioned By (IT Tech Name):  Date Provisioned:   
Quality Assurance Reviewer:  Date Reviewed:   
Recipient Handover Signature:  Date Received:

