Tabzoola

IT Runbook Binder Checklist

A printed runbook for when the wiki is down: the sections IT teams commonly keep on paper.

Site / team: _____ Date: _____

- [ ] System overview and architecture diagrams
- [ ] On-call rotation, escalation path and vendor support numbers
- [ ] Network: IP plan, VLANs, firewall and VPN notes
- [ ] Servers and virtualization: hosts, roles, startup order
- [ ] Backups: schedule, locations and restore steps
- [ ] Disaster recovery: failover and recovery procedures
- [ ] Security incident response steps
- [ ] Accounts and access: break-glass procedure (no passwords on paper)
- [ ] Applications: dependencies and restart procedures
- [ ] Change log and maintenance windows
- [ ] Vendor contracts and warranty contacts
- [ ] Revision history

TAB IT: Tabzoola's 10-tab set for this binder

Overview · On-Call & Escalation · Network · Servers · Backups · Disaster Recovery · Incident Response · Access · Applications · Change Log

Printed on the tabs, collated and 3-hole punched with clear Mylar on every tab: 25 sets are $247.88 ($9.92 a set), every section renamed to yours at no extra cost, with a free PDF proof before anything prints.

tabzoola.com/tabs/it-and-datacenter-runbook-tabs · (847) 397-1200 · made in Schaumburg, Illinois since 1993

An organizing aid, not legal, HR or compliance advice. Follow your organization's own policies and plans.