



[Client] Lockout Procedure Checklist

Date of Lockout:

Affected Personnel:

Eng. Performing Lockout:

Primary Site Contact:

Primary Site Phone #:

Site Location:

Order	System Name/Type	Description	Site/DNS Name/IP	Login Acct Name	Old Password	New Password	Contact #	Contact Name
1. Disable Admin Access	Network Access	Disable admin's user account						
	Group Access	Remove account from internal groups/lists						
	Reroute email	Forward to Supervisor's mailbox						
	Out of Office	Add out of office message with new contact info						
2. Perimeter Equipment	Firewall							
	Router							
	VPN							
	Anti-Spam							
	Anti-Virus							
	IP KVM							
	Wireless	WAP Information						
3. Public Facing Systems	Public Website							
	Domain Registrar							
	SSL Management							
	DNS Mgmt Site							
	Other public systems							
4. Users	Domain Admin Acct(s)							
	Local Svr Admin Acct(s)							
	All users	Global change for passwords						
		Enforce strong pwd policy, if not in service						
	Service Accts	Change pwd and standardize service accts						
	Services	Change pwd on service startup like BES, SQL						
	Admin email addresses	Change any external email addresses sent to user						
5. Testing	Test all logins							
	Test email							
	Test core apps							
6. Physical Security	Change entry codes							
	Retrieve all keys							
	Retrieve all fobs							
	Retrieve all security cards							

**Add rows as needed for multiple entries; add new sections for multiple sites*