



A HOLIDAY PROOF IT MAINTENANCE PLAN



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One week before your closure:

- Patch critical systems and apply pending firmware on edge devices.
- Validate backup status and run a small restore test (file-level + VM).
- Review email security policies; enable targeted impersonation protections.
- Confirm monitoring coverage with explicit on-call owners and escalation paths.

During the holiday window:

- Keep automated monitoring running (EDR, log aggregation, cloud alerts).
- Maintain P1 alerting to a small, empowered response team or MSP.
- Track any emergent patches from vendors; schedule hotfix windows at off-peak hours.

First week of January:

- Audit logs for unusual access or forwarding rules in email.
- Re-check cloud cost anomalies (unused holiday scale-ups).
- Review incident reports and tune alert thresholds for Q1.