SOP Reference #: SOP-IT016

Operation/Task:	Server Build (Hardening) Process - Windows			Equipment:	NA	
Owner:	Vice President of Technology	Date Prepared:	12/10/14	Department Responsibilities:	IT Support	
		Revision History:	See last page			

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents the procedures for building/hardening Windows servers.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	Follow Server on-boarding checklist	Follow the steps outlined in the "Server Provision Checklist-WinOS.xlsx" located in the shared DIT folder. Once completed, the documentation should be appended to the ticket.	Standard construction templates for production systems are necessary for stable and mature infrastructure environments.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
REV001	Revised SOP to new format	Jon Peters	12/10/14
REV002	Updates	Jon Peters	09/29/15
REV003	Updated Security Settings	Jon Peters	1/5/16
REV004	Revised name of SOP	Jon Peters	10/27/16
REV005	Revised content of SOP	Jon Peters	3/15/19
REV006	Reviewed content of SOP, changed gray header date information	Jon Peters	4/13/20
REV007	Replaced IT Compliance and Security Manager with IT Systems Manager Replaced All of IT with IT Support in Department Responsibilities section Revised header, font type, font size to be consistent with other SOPs	Mike Starrett	12/30/20

Rev008	Reviewed by Eric Crichton, no changes made		8/30/23
Rev009	Updated owner to Vice President of Technology	Mike Starrett	11/4/24

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