IT equipment decommissioning checklist

From the first inventory to the last certificate.

Tick each item as it is done. Keep the completed checklist with the waste transfer note and the certificates for the same job.

Project	
Owner	
Collection date	
Provider	

1. Plan

- [ ] Scope written down: sites, rooms, device types, and what is staying
- [ ] One named owner who can make decisions on the day
- [ ] Disposal provider chosen, and their list format agreed
- [ ] Provider's waste carrier registration checked on the public register
- [ ] Provider issues certificates per serial number, not just a count
- [ ] Written contract in place covering how data on the devices is handled
- [ ] Collection date booked, with access and parking arranged

2. Inventory

- [ ] Every device recorded: serial, type, make, model, location, condition
- [ ] Every device that can store data marked, including phones, printers and network kit
- [ ] Inventory compared with the asset register, and missing devices investigated
- [ ] List sent to the provider before collection

3. Prepare each device

- [ ] Data still needed is backed up, and the backup confirmed
- [ ] Removed from device management (Intune, Jamf or similar) and from the directory
- [ ] Released from Autopilot or Apple Business Manager where enrolled
- [ ] Activation Lock, Find My and Factory Reset Protection turned off
- [ ] SIM and memory cards removed from phones and tablets
- [ ] Network and server configurations and licence keys saved before power off
- [ ] Licences and support contracts tied to the hardware cancelled or moved

4. Stage

- [ ] One secure, lockable staging area
- [ ] Counted devices kept apart from devices still to be checked
- [ ] Every cage or trolley labelled with its count

5. Collection day

- [ ] Devices and cages counted against the list, in front of the driver
- [ ] Waste transfer note or collection receipt signed, stating the numbers
- [ ] Copy of the signed paperwork kept

6. Close

- [ ] Every serial on the list matched to a certificate of erasure or destruction
- [ ] Missing or failed devices chased with the provider
- [ ] Asset register updated
- [ ] Records filed: list, transfer notes, certificates, provider report
- [ ] Waste transfer notes kept for at least two years

Notes and exceptions