



# **DATA CENTER DECOMMISSIONING CHECKLIST**

THE SEVEN STEP APPROACH



# INTRODUCTION

Decommissioning a data center is no small matter. In this eBook, we share our years of experience to help guide your IT team through the decommissioning process.

Follow these seven steps to ensure your teardown goes seamlessly:

01. ***INITIAL SET-UP***

02. ***ITEMIZING***

03. ***PLANNING***

04. ***TOOLING-UP***

05. ***TEARING DOWN & WIPING***

06. ***PACKING & CLEAR UP***

07. ***COORDINATION & RECOVERY***

# 01. INITIAL SET-UP

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Let's start by documenting the scope of work.

What is the purpose of the project?

How long do you have to get the job done?

Have you agreed on a budget?

List the internal stakeholders associated with the work.

Assign a dedicated project manager.

Identify necessary workflows and backup systems to ensure there is not a critical loss of power or data.



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## 02. ITEMIZING

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Have you mapped out all of the hardware and software assets earmarked for decommission?

Conduct network discovery tools to identify items. Follow up with a physical review. Compare results to pre-existing CMDBs (configuration management databases).

Compile a comprehensive inventory: servers, racks, storage equipment, hard drives, SSDs, HVAC equipment, networking gear, firewalls, routers, software licenses, virtualization hardware, keyboards, mice, power equipment, cabinets, and so on.

Identify and retain all software licenses associated with servers and networking equipment.

Create detailed asset map listing equipment and location of items to be decommissioned. Again, compare with CMDBs.

Work with your ITAD provider to determine the final designation for each item: will you reuse, remarket, or recycle? What are the opportunities for asset recovery?



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## 03. PLANNING

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Create an implementation plan listing roles, responsibilities, and activities to be performed.

When will you implement the decommissioning, and how long do you estimate it will take?

Will the work coincide with peak hours? Do you need to issue warnings about the potential for service downtime?

Have you created necessary workflows and backup systems to ensure there is not a critical loss of power or data.

Have you put together a contact list of vendors you might need before, during, and after the work?

Have you prepared tracking numbers for each earmarked asset, and canceled vendor maintenance contracts for affected equipment?



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## 04. TOOLING UP

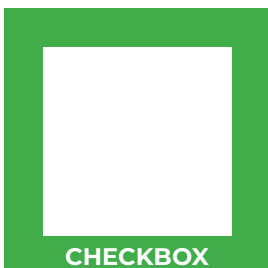
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List out the tools and labor you will need for the job: forklifts, hoists, device shredders, degaussers, pallets, packing foam, hand tools, labels, boxes, crates, etc.

What kinds of hoist will best serve your needs for your particular data center?

What type of packing foam is required for the equipment you will be boxing?

Who will oversee and carry out the work? If you are hiring outside resources, undertake the necessary background and security checks ahead of time.





## 05. TEARING DOWN & WIPING

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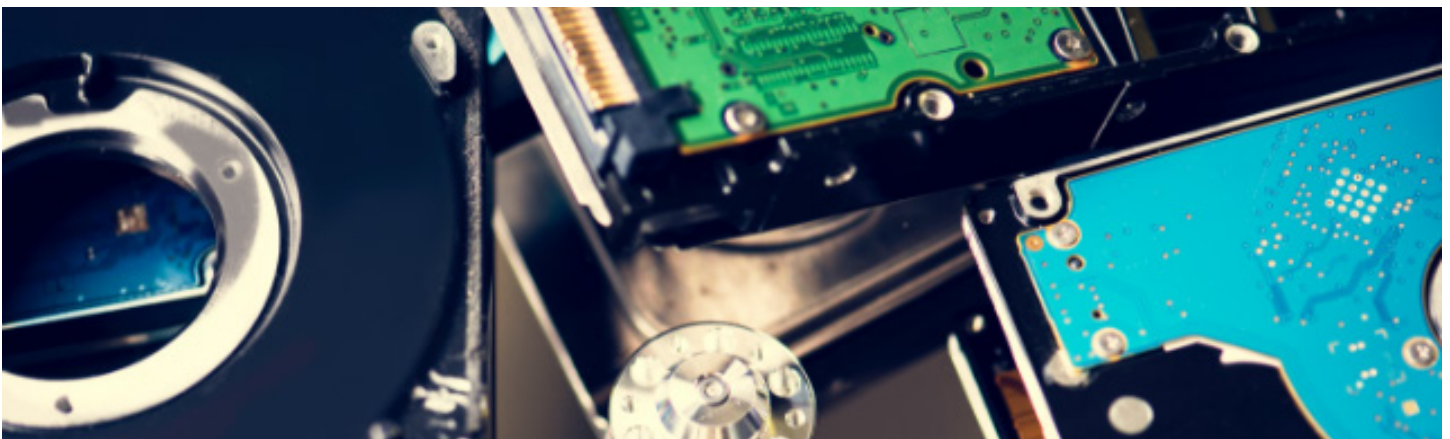
Gather stakeholders ahead of the decommissioning. Run through the plan and iron out details.

Are there critical steps that will require live authorization before proceeding?

Do you plan to regroup once the work is underway to review progress?

On the day of the decommissioning, safely disconnect equipment from the network according to the plan. Tag assets.

For data storage equipment, will devices be transported offsite for sanitization and handling elsewhere?



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## 06. PACKING & CLEAR UP

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Now the teardown is complete and packing can begin, have you reserved a dedicated space for packing assets? Use the appropriate packing materials for each item as specified in the plan.

For items earmarked for reuse within the organization, follow the handoff protocol.

For assets destined for refurbishing or recycling, pack and label for the intended recipients.

Use asset management software to track all stages.

If you are working in colocation, what are the requirements for how the vacated space should be left?

For on-premise, make sure you follow the stipulations laid out in the project plan for clearing and cleaning the teardown space.



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## 07. COORDINATION & RECOVERY

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Have you liaised with your IT and accounting teams to ensure disposed assets are recorded accordingly?

For refurbished assets, coordinate with your ITAD provider to confirm secure chain of custody and receipt of sanitization certificates for storage hardware.

Ensure you receive itemized certificates of destruction for items earmarked for destruction and/or deemed as not recoverable.

What is the total value recovered and returned to your IT budget? Assess similarly for recycled hardware. Your ITAD provider will assist with each stage of the process to ensure you are maximizing return from your retiring assets.

Remember to review documentation before and after the process to ensure compliance with responsible recycling practices.



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# PLANNING A DATA CENTER DECOMMISSIONING?

CONTACT US TODAY FOR IMMEDIATE ASSISTANCE.

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