



BULK LAPTOP DISPOSAL PLANNING CHECKLIST

Prepare your next IT refresh project with a step-by-step guide covering inventory, security, compliance, and recycling.

1. INVENTORY & PROJECT SCOPE

☐ Audit and Log All Assets

Create a master spreadsheet capturing serial numbers, asset tags, laptop makes/models, and physical conditions of all units flagged for disposal.

☐ Separate Accessories & Peripherals

Sort chargers, docking stations, mice, and external keyboards from the core laptop units to streamline processing and recycling paths.

☐ Identify Leased vs. Owned Hardware

Verify procurement documentation to ensure no leased corporate equipment is mistakenly bundled with assets designated for outright recycling or reuse.

2. DATA SECURITY & SANITIZATION

☐ Determine Sanitization Standards

Establish whether hard drives require software-based overwriting (e.g., NIST SP 800-88) or complete physical destruction/shredding.

☐ De-authorize and Unlink Accounts

Remove hardware from corporate MDM (Mobile Device Management), bios-level security passwords, and cloud accounts before dispatch.

☐ Secure Logistics and Chain of Custody

Ensure all assets are stored in locked, monitored environments until collected by an authenticated, certified ITAD courier.

3. COMPLIANCE & ECOLOGICAL RECYCLING

☐ **Verify Environmental Regulatory Alignments**

Confirm processing complies with WEEE directives and local e-waste legislation to guarantee zero-to-landfill metrics.

☐ **Request Certified Documentation**

Ensure your ITAD partner provides formal Data Destruction Certificates and a Waste Transfer Note (WTN) upon job completion.

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