

Free IT Asset Disposal Checklist

Secure Preparation Steps for Laptops, PC Towers & IT Equipment

Value Proposition: A practical step-by-step guide to securely preparing corporate laptops and IT equipment for decommissioning, compliance validation, and sustainable recycling.

PHASE 1: AUDITING & LIFECYCLE LOGGING

- ☐ **1. Map and Catalog Departing Corporate Assets**
Compile a definitive inventory sheet documenting equipment types, unique manufacturer serial numbers, and asset tags to maintain an uncompromised chain of custody.
- ☐ **2. Deauthorize Software, Cloud Profiles & Corporate MDM**
Remove hardware profiles from corporate Mobile Device Management (MDM) platforms. Sign out of active network domains, enterprise licenses, and cloud storage systems.

PHASE 2: STRICT DATA SANITISATION

- ☐ **3. Execute Certified Overwriting on Active Storage Drives**
Utilize professional, military-grade overwriting software to sanitize data lines on functional HDDs and SSDs, ensuring unrecoverable data parameters across corporate storage networks.
- ☐ **4. Isolate Dead Drives for Physical Destruction**
Separate non-functional hardware or unreadable storage media. Mark these components clearly for high-security physical shredding or structural crushing to mitigate information leak vectors.
- ☐ **5. Check Removable Cards & Optical Bay Slots**
Manually verify that SD expansion slots, internal backup drives, optical disc bays, and USB receiver slots are entirely clear of residual business field data.

PHASE 3: LEGAL COMPLIANCE & COLLECTION LOGISTICS

- ☐ **6. Verify ITAD Waste Carrier Certification**
Confirm your processing provider holds an upper-tier Environment Agency Waste Carrier License to guarantee the transport workflow remains legally compliant under UK WEEE laws.
- ☐ **7. Detach Peripheral Accessories & Batteries**
Separate volatile lithium-ion laptop batteries and sorting materials from general steel casings to facilitate separate safe processing and raw component allocation tracks.



8. Secure Signed Waste Transfer Notes (WTN)

Demand a fully signed Waste Transfer Note matching your serial manifest upon physical logistics handoff at your business site to form your primary legal compliance record.

PHASE 4: CIRCULAR PAYBACKS & ESG VERIFICATION



9. Route Eligible Tech Through Refurbishment Channels

Prioritize components grading for hardware refurbishment, repairs, and direct local reuse, which preserves circular economy value before considering material extraction loops.



10. Retrieve and Archive Data Destruction Certificates

Collect finalized Certificates of Destruction and recycling summaries to log landfill diversion parameters and support your company's formal ESG sustainability audits.

Protect Data Integrity and Uphold Statutory WEEE Requirements.

Deploy this practical 10-step template during equipment lifecycle transitions to reinforce enterprise data boundaries, track legal chain-of-custody markers, and advance zero-to-landfill sustainability.