



T&M REUSE YORKSHIRE LIMITED

FREE BUSINESS LAPTOP DISPOSAL CHECKLIST

Free Business Laptop Disposal Checklist

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VALUE PROPOSITION

"Download a printable checklist that helps your business securely prepare old laptops before collection or recycling."

PHASE 1: ASSET AUDITING & BACKUPS

Catalog your hardware and ensure all critical enterprise files are safely migrated or backed up.

DONE	TASK ITEM	DESCRIPTION & BEST PRACTICE
☐	Serial Number & Model Inventory	Record each laptop's brand, model, serial number, and asset tag for tracking and compliance.
☐	Cloud & Local Backup Verification	Confirm user documents, desktop folders, email archives, and local app data are fully backed up.
☐	License Deactivation	Deactivate tied software licenses (e.g., Office 365, Adobe, specialized CAD tools) to reassign to new machines.

PHASE 2: DATA SANITISATION & SECURITY

Protect sensitive company and customer information to comply fully with UK GDPR standards.

DONE	SECURITY TASK	COMPLIANCE REQUIREMENT
☐	Certified Data Wiping	Run NCSC or DoD approved software erasure on all functioning internal hard drives and SSDs.

DONE	SECURITY TASK	COMPLIANCE REQUIREMENT
☐	Physical Drive Removal / Shredding	Remove severely damaged or non-bootable storage drives for secure physical mechanical shredding.
☐	Certificate Archive	Collect, review, and archive serialized Certificates of Data Destruction for every wiped or shredded unit.

PHASE 3: PHYSICAL PREP & HANDOVER

Bundle accessories properly and ready your batch for secure transit with T&M Reuse Yorkshire Limited.

DONE	LOGISTICS TASK	PREPARATION DETAIL
☐	Power Supply & Cable Bundling	Gather original chargers, power bricks, and docking stations to maximise resale value or recycling credit.
☐	Protective Boxing or Palletising	Stack laptops safely in sturdy boxes or secure pallets to prevent transit impacts during collection.
☐	Waste Transfer Note (WTN) Sign-off	Review and sign Waste Transfer Notes with our Environment Agency licensed collection team.

Ready to Retire Your Old Business Laptops?

Secure, certified, and environmentally friendly IT disposal across Yorkshire.

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