T&M REUSE YORKSHIRE LIMITED

7-Day Office Equipment Disposal Planner

Days 1-4 | Inventory, approvals, data security and sorting

Organisation: _____ **Collection date:** _____

DAY 01 Assign owners and inventory

Suggested lead: IT / Facilities Owner: _____

- [ ] List devices, asset tags, serial numbers and locations.
- [ ] Identify equipment owners and agree what can be retired.
- [ ] Assign an IT, facilities and compliance lead.

DAY 02 Approve disposal and assess data

Suggested lead: IT / Compliance Owner: _____

- [ ] Confirm asset retirement approval and check lease obligations.
- [ ] Identify storage media, sensitive records and retention holds.
- [ ] Back up required data and verify that backups can be restored.

DAY 03 Secure data and access

Suggested lead: IT / Compliance Owner: _____

- [ ] Remove accounts, device enrolment and access credentials.
- [ ] Agree suitable sanitisation or destruction methods for each device.
- [ ] Secure unsanitised devices and log their custody.

DAY 04 Sort and prepare equipment

Suggested lead: Facilities / IT Owner: _____

- [ ] Separate reusable, repairable and end-of-life equipment.
- [ ] Identify damaged batteries and other items needing special handling.
- [ ] Label groups and reconcile quantities against the asset list.

Planning notes / blockers

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Days 5-7 | Collection readiness, handover and records

Collection contact: _____ **Time window:** _____

DAY 05 Confirm collection arrangements

Suggested lead: Facilities / Compliance Owner: _____

- [ ] Check collector authorisation and receiving facility arrangements.
- [ ] Agree accepted items, collection terms, date and access needs.
- [ ] Confirm required transfer, sanitisation and destruction records.

DAY 06 Complete the pre-collection check

Suggested lead: IT / Facilities Owner: _____

- [ ] Reconcile the final inventory and isolate data-bearing equipment.
- [ ] Confirm safe staging, loading access and collection contact.
- [ ] Review unresolved risks and hold back unapproved items.

DAY 07 Collection day and handover

Suggested lead: Facilities / Compliance Owner: _____

- [ ] Verify collector identity and record the equipment handed over.
- [ ] Obtain applicable waste transfer or consignment documentation.
- [ ] Log outstanding certificates and assign a follow-up owner.

After collection: close the paper trail

- [ ] Check received certificates and records against the asset inventory.
- [ ] Resolve missing records or discrepancies before closing the project.
- [ ] Retain documents in line with applicable requirements and policy.

Follow-up owner: _____ **Due date:** _____

Need help arranging responsible IT equipment collection?

Contact T&M Reuse Yorkshire Limited to discuss your equipment and requirements.