Server Room System Relocation Checklist

Report Number / Job Number:	
Company:	
Contact Name:	
Mobile and Email:	
Existing Site Address and Postcode:	
New Site Address and Postcode (if required):	
Preferred Date(s) and Time(s):	

Equipment List

Unit	Type*	Make	Model	Serial No
1				
2				
3				
4				
5				

* Please state the type: server racks, IT hardware, UPS or AC (Air Conditioner)

Site or System Description and Information

Please use this section to provide further information, drawings and photographs where available.

Server Room® environments

Relocation, Removals and Recycling Overview

Item	Projects Areas	Indication Tick/strike out
1.0	**Service Type**	
1.1	Planned	**Yes/no**
1.2	Emergency	**Yes/no**
2.0	**Site**	
2.1	Relocation	**Yes/no**
2.2	Removal and disposal	**Yes/no**
2.3	Access controls and security requirements	**Yes/no**
2.2	Restrictions	**Yes/no**
2.3	Permits required	**Yes/no**
3.0	Logistics	
3.1	Easy building access with the site the ground floor	**Yes/no**
3.2	Raised access floors	**Yes/no**
3.3	Plinths in use	**Yes/no**
3.4	Steps to or from the site	**Yes/no**
3.5	Packing required	**Yes/no**
3.6	Containers required	**Yes/no**
4.0	**Disconnection and Decommissioning**	
4.1	Temporary supplies required	**Yes/no**
4.2	Electrical contractor required	**Yes/no**
4.3	Specialist service engineer required	**Yes/no**
4.4	Rectification works required	**Yes/no**
5.0	**Environment**	
5.1	Specialist handling or recycling considerations	**Yes/no**
5.2	Waste Carriers License required	**Yes/no**
5.3	Certified disposal and recycling centre required	**Yes/no**
5.4	Rebate required for reclaimed materials	**Yes/no**
5.5	Documentation required including Waste Transfer Notes and Disposal Certificates	**Yes/no**

Notes

Please use this section for any item marked **Yes** to provide further information:

Item	Project Areas

Project Manager Checklist

RAMS	Yes/no	**More data required**	Yes/no
Job Complete	Yes/no	**Further site visit required**	Yes/no
Waste Transfer Note Issued	Yes/no	**Number**	_____
Disposal Certificate Issued	Yes/no	**Number**	_____

Checklist Completed By

Start Time	Arrive Time	Leave Time	Mileage
Date / Time	**Name**	**Company**	**Signature**

This is a service sheet to cover relocations, removals and recycling of IT hardware, server cabinets, UPS systems and air conditioners including CRACs and CRAHs for server rooms and datacentres.

For more information on our relocation, removal and recycling services please visit:

https://www.serverroomenvironments.co.uk/services/server-room-relocation/

https://www.serverroomenvironments.co.uk/services/it-equipment-recycling/