IT Equipment Handover Checklist

The **IT equipment handover checklist** ensures seamless transition by verifying and documenting all retiring hardware components. This checklist helps maintain accountability, prevent data loss, and streamline the disposal or redeployment process. Effective use of this tool supports operational continuity and compliance with organizational policies.

General Information

Employee Name		Department	
Date of Handover		Handled By	

Hardware Item Checklist

Item	Make/Model	Serial Number	Checked	Comments/Condition
Laptop/Desktop			☐	
Monitor			☐	
Keyboard			☐	
Mouse			☐	
Docking Station			☐	
Power Adapter/Cable			☐	
External Storage Device			☐	
Mobile Phone/Tablet			☐	
Other (Specify)			☐	

Data & Security Check

- All organization data has been backed up or transferred: ☐
- All devices have been wiped or factory reset: ☐
- All software licenses have been deactivated or reassigned: ☐
- Asset tags removed or updated in inventory system: ☐
- All accessories and peripherals returned: ☐

Signatures

Employee Signature		Date	
IT Representative Signature		Date	

Notes: Use this checklist as part of the standard IT hardware retirement process, and retain the completed form for compliance and audit purposes.