

IT Equipment Handover Checklist

The **IT equipment handover checklist** ensures a smooth and secure device upgrade process by verifying all necessary hardware and software components. This checklist helps track the condition, configuration, and transfer of devices between users or departments. Proper documentation minimizes downtime and supports efficient asset management.

Employee & Device Information

| | |
|---------------------------------|---------------------------------|
| Employee Name | Department |
| Old Device Asset Tag/Serial No. | New Device Asset Tag/Serial No. |
| Date of Handover | Handled By (IT Staff) |

Hardware Checklist

| Item | Old Device | New Device | Status / Notes |
|---------------------|--------------------------|--------------------------|----------------|
| Laptop/Desktop | <input type="checkbox"/> | <input type="checkbox"/> | |
| Charger/Adapter | <input type="checkbox"/> | <input type="checkbox"/> | |
| Docking Station | <input type="checkbox"/> | <input type="checkbox"/> | |
| External Monitor(s) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Keyboard/Mouse | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other Accessories | | | |

Software & Configuration Checklist

| Task | Completed | Notes |
|---------------------------------------|--------------------------|-------|
| Data Backup Completed | <input type="checkbox"/> | |
| Data Transferred to New Device | <input type="checkbox"/> | |
| Device Wiped/Reset | <input type="checkbox"/> | |
| Required Applications Installed | <input type="checkbox"/> | |
| Antivirus/Endpoint Security Installed | <input type="checkbox"/> | |
| Network Access & Email Configured | <input type="checkbox"/> | |
| Printer/Peripheral Setup | <input type="checkbox"/> | |

Comments / Additional Notes

Sign-off

| | | | |
|--------------------|--|------|--|
| Employee Signature | | Date | |
| IT Staff Signature | | Date | |