

# 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	