

Server-room retirement checklist

Use this checklist to prepare a project inquiry, compare the written scope and track the handoff. Start with the information available; resolve acceptance requirements before transferring equipment.

Project / site _____

Owner / authorized contact _____

1. Confirm authority

Identify the equipment owner and the person authorized to sell or dispose of it. Check leases, liens, finance restrictions and internal disposal approvals. An MSP should identify its client owner and authorized signatory.

2. List and photograph the equipment

Record manufacturer, model or part number, approximate quantity, configuration and known condition. Include label photos and a room or rack overview. Note missing parts and faults. Do not guess specifications or expose passwords, screens with customer data or sensitive site details.

3. Decide how media will be handled

Identify loose drives, embedded storage, removable cards and stored network configurations. Treat unknown status as unsanitized. Before transfer, agree customer retention, verified prior-sanitization records or a qualified partner route, including custody, charges and required evidence. Exclude equipment if no supported route is confirmed.

Greyhound does not currently offer in-house erasure or certified destruction. A media-handling request is not evidence that processing has occurred.

4. Describe site access and timing

Provide city or ZIP, desired timing and access constraints. Disclose stairs, loading restrictions, lift/elevator limits, de-racking, packing, rigging, after-hours work and freight needs. Confirm responsibilities and any charges in writing; pickup is not universally included.

Review, transfer and reconcile

Keep the accepted quote revision and asset identifiers with every record. These are separate steps; a handoff alone does not prove verification, data clearance or payment.

5. Review the written offer

Check models, counts, condition assumptions, purchase amount, separately itemized charges and the net payment or fee. Review validity, logistics, media responsibilities, timing, title and risk transfer, verification, and agreed return or exclusion terms. Approve the specific revision before transfer.

6. Record the handoff

Confirm accepted assets and exclusions with both parties. Reconcile counts and identifiers, note visible discrepancies, and record date, location and releasing/receiving people. Include serial inventory and custody records when part of the written scope. Keep retained media and excluded items clearly identified.

7. Resolve differences before settlement

Compare received equipment with the accepted assumptions. A material variance needs a revised proposal and your approval; silence is not approval. Follow agreed return or exclusion terms if you decline. Keep original and revised records distinct.

8. Confirm payment and remaining records

Payment follows asset verification under the accepted written terms. Reconcile the final purchase amount, agreed charges, net amount and payment reference. Track outstanding custody, media-processing or downstream records separately until every agreed deliverable is complete.

Open questions / responsible person _____

Accepted quote revision / date _____

Remaining deliverables _____

Ready to share your equipment?

Start with a partial list or clear photos. [Request an offer at ghdisposition.com/request-an-offer](https://ghdisposition.com/request-an-offer). An inquiry does not approve a sale, reserve pickup or confirm a media-processing service.