

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 Group

Belgravia House, Grosvenor Street, Mold nr Chester UK CH7 1EJ

Tel: 0800 030 6838 – Email: projects@srenv.co.uk – Website: www.serverroomenvironments.co.uk

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 |
|------|---------------|
| | |
| | |
| | |
| | |
| | |

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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/>

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