Checklist for IT Equipment Cleansing:

Asset Type:	
Asset Description:	
Number of Asset Units:	
Person Performing Cleansing:	

PC/Laptop	Completed
Disks physically reformatted or destroyed.	
Other non-volatile memory erased (e.g. cache)	
All software media and documentation located	
(OEM or similar) software re-installed	
Finance advised for asset register if required	
If return on end of lease: all conditions of lease contract confirmed	
Equipment disposed	

Servers	Completed
Information and data archived or backed up	
Disks physically reformatted or destroyed.	
Other non-volatile memory erased (e.g. cache)	
All software media and documentation located	
(OEM or similar) software re-installed	
Finance advised for asset register if required	
If return on end of lease: all conditions of lease contract confirmed	
Equipment disposed	

Other Storage Devices	Completed
Reset to factory defaults	
Confirm no data is retained in memory, otherwise erase	
Equipment disposed	