

The Office Move ITAD Checklist

Relocating or downsizing without moving what you'll retire

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A move touches every device in the building. Sort before the mover quotes, keep custody across two addresses, remarket the surplus while it has value, land the new site desk-ready, and close the lease with a package that reconciles.

THE RULES

Four buckets, two dates, zero unexplained serials

Sort every device into move · redeploy · remarket · retire before anyone quotes — moves are priced on volume, weight, labor, and setups, so this is the cheapest moment to retire (Windows 10 devices that can't run Windows 11 are a scheduled retirement; commercial ESU year one ends Oct 13, 2026). Two dates govern: the lease surrender date drives ITAD at the old site; the possession date drives staging at the new one. Movers are not custodians: a bill of lading covers physical loss and damage, typically by weight — not data. Retiring media never boards the moving truck; moving devices are scanned out, sealed separately from freight, and scanned in. The test at the end: every pre-move serial is installed, redeployed, or on a certificate — zero unexplained.

THE CHECKLIST

Phased to the two dates

Before the mover is hired	60 to 30 days out
[] Serialized inventory of every device — incl. copiers, room systems, access control, cameras, phones, closets [] Four-bucket sort; flag Windows 10 devices that can't run Windows 11 as retire [] Mover quotes on the move bucket only; data-bearing devices excluded from mover custody [] ITAD provider engaged for remarket + retire; certifications verified in the R2 and NAID directories [] Surrender clause read; landlord walk-through scheduled; lessor return terms pulled	[] Remote-fleet reconciliation; mail-back kits for devices retiring from homes [] Locks released (MDM, Autopilot, BIOS, activation) on remarket devices; encryption + key escrow verified on move devices [] New equipment routed to staging, not the new site; kitting plan by desk or user [] Universal waste (UPS and lithium batteries, lamps) identified and staged; cabling removal scoped [] Remarket + retire buckets picked up or destroyed on-site with a manifest — before move week
Move week	After the move
[] Move-bucket devices powered off, scanned out, sealed separately from general freight [] Scanned in at the new site or staging the day they arrive; gaps investigated same day [] Copiers and leased equipment returned with drive-handling certificates; receipts filed [] Last walk: closets, ceilings, storerooms, mounted hardware, battery cabinets	[] Inventory reconciled to zero unexplained serials; certificates matched to retire + remarket lists [] Remarketing settlement received and reconciled by serial [] Closing package filed where audit, insurance, and legal can find it [] Landlord surrender sign-off and handover photographs filed with the lease

THE CLOSING PACKAGE

What you should be holding when it's over

Reconciled serialized inventory · certificate of destruction or sanitization per serial naming the NIST SP 800-88 method · chain-of-custody records (manifest, seals, receiving reconciliation) · recycling certificate naming the certified downstream · remarketing settlement by serial · lessor return receipts with drive-handling certificates · universal-waste shipment records (40 CFR 273) · landlord surrender sign-off and photographs. Surplus has a shelf life: resale value decays month over month — remarket from the old address during the move, not from the new storeroom a year later.

Sources: NIST SP 800-88 Rev. 2; 40 CFR Part 273 (universal waste) and state additions; National Electrical Code abandoned-cable provisions; Microsoft Windows 10 ESU schedule; common commercial lease and moving-contract terms, described at the pattern level. Informational only — not legal advice; lease, mover, and lessor obligations are set by your contracts.