



Data Center Decommissioning

We are excited to learn about your project. To kick start the process, call us at 718-609-1685 or provide us with project information. Send this completed doc, questions and any supplemental project materials to **sales@guardiandata.com**. Talk to you soon!

First/Last Name	
Company	
Origin Location	
Destination Location	
Email & Phone	
Quote Urgency	☐ RED HOT ☐ SOON ☐ THINKING AHEAD ☐ DATE: _____
Project Launch Target Date	

PROJECT QUESTIONS

1. Is this a cage cleanout? ☐ Yes ☐ No
2. Is an audit required? ☐ Yes ☐ No

If yes, ☐ straight audit ☐ validation – is inventory available? (if yes, please email details)
3. How many cabinets/racks are to be removed? _____
4. Are the cabinets on the wheels? ☐ Yes ☐ No

If yes, Can the racks be moved from the DC to the loading area without obstructions or tilting? ☐ Yes ☐ No
5. Is there an estimated quantity of devices in the cabinets/racks? ☐ Yes ☐ No
6. Do the devices and rails need to be removed from the cabinets/racks? ☐ Yes ☐ No
7. Does the overhead cable system need to be removed? ☐ Yes ☐ No
 - i. ☐ Ladder Rack ☐ Cable Tray ☐ Cabling
 - ii. Approximate Length: _____
8. When removing the gear from the cabinet/racks, can we cut network cables that are going into the raised floor or up into the ceiling/cable trays? ☐ Yes ☐ No
9. Do the hard drives need to be removed from the servers/storage gear? ☐ Yes ☐ No

Guardian –Discovery Questionnaire



10. What is the planned disposition of the equipment? ☐ Remarket ☐ Recycle ☐ Reuse

11. Will we be working around live servers/equipment? ☐ Yes ☐ No

If yes, ☐ clearly marked ☐ Guardian need to tag or label equipment in advance? (i.e., “do not touch” red dot sticker)

12. What are the packing requirements? _____

13. Normal Business Hours & Days (Monday thru Friday – 8AM to 5PM)? ☐ Yes ☐ No

If no, please describe requirements: _____

14. Are before & after hours available if needed? ☐ Yes ☐ No

If yes, what hours are available? _____

15. Are there any special requirements? ☐ Yes ☐ No

If yes, please describe the requirements: _____

Note: should this project require multiple services (Erasure, shred, logistics) please complete corresponding questionnaires.