

# Data Center Decommissioning Plan

● DATA CENTER DECOMMISSIONING



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# Data Center Decommissioning Plan

## 1. Pre-Planning (By Data Center Personnel)

### Inventory Preparation

- Compile a detailed inventory of all equipment to be decommissioned (rack location, make, model, serial number). Match to CMDB inventory.
- Develop diagram showing what equipment is targeted for decommissioning (if project is not total shutdown or cleanout).
- Identify additional assets for removal (cabling, e-waste, miscellaneous IT assets).

### Stakeholder Identification

- Designate an on-site decision maker for the project
- Assign project manager to oversee project (if different from on-site contact)

### Contract & License Management

- Develop plan for leased equipment.
- Document software licenses, warranties, support contracts. Develop a software license migration/cancellation plan
- Cancel or adjust hardware maintenance contracts

### Timeline Management

- Establish critical project timelines and deadlines
- Determine cadence for scheduled check ins during project

## 2. Initial Information Provided to Vendors

- Data center address and operating hours
- Project scope and type
  - hardware refresh in live environment
  - cage cleanout
  - data center shutdown
- List and location of hardware to be decommissioned
- Preferred project start and end dates
- Handling protocol for data bearing assets
- Data destruction requirements - (e.g., NIST 800-88)
- Inventory tracking and reconciliation requirements
- Building security requirements

### 3. Site Survey & Project Planning

Scheduling a site visit with shortlisted vendors can help with project planning and ensuring on-time performance. This can be done in-person or as a remote event, if a visit is not possible.

- Map equipment to be decommissioned
- Define dedicated work areas for decommissioning team, with power and internet
- Confirm access points (loading dock, freight elevator)
- Identify staging areas for equipment as it is decommissioned
- Indicate presence of other contractors on-site and conflict management plans
- Floor protection requirements
- Define security clearance requirements for field technicians
- Review space and access constraints (e.g., limited loading dock, restricted truck size, parking availability)
- Indicate how exceptions will be managed and resolved (project holds)

### 4. Scope Confirmation (In-Scope & Out-of-Scope Activities)

- Removal and disposal of power/network cables
- Will racks be removed or left in place?
- Will populated racks be shipped or decommissioned on-site?
- Tagging system for equipment to be decommissioned
- Electronic inventory data capture requirements
- Inventory count confirmation and discrepancy management
- Is on-site data destruction required?
- Recovery of parts for use as critical spares?
- Tracking and reporting requirements for data-bearing equipment
- Packing services and materials needed

### 5. Reporting Requirements

- Chain-of-custody reporting for data-bearing devices
- Certificate of Data Destruction information requirements
- Shipment documentation needs
- Inventory reporting for decommissioned equipment
- Reporting for accounting, risk management, data privacy, and IT asset management (ITAM) teams:
  - Items processed per shipment/month/location
  - Make, model, serial number tracking
  - Inventory count matching (quality control)

- Equipment disposition (redeployed, sold, recycled)
- Sales price and net revenue tracking
- Parent/child tracking (rack, server, hard drive)

## Miscellaneous Details

Special considerations depending on type of decommissioning project:

Data Center Shutdown	Hardware Refresh in Live Environment	Colocation (Cage Cleanout)
<p>Completed project includes:</p> <ul style="list-style-type: none"> <li>• Floor bolts will be removed to floor level.</li> <li>• All cabling will be removed</li> <li>• Broom swept clean space</li> </ul>	<p>Project expectations include:</p> <ul style="list-style-type: none"> <li>• Work will be done outside normal business hours</li> <li>• Your company will tag assets to be decommissioned.</li> <li>• Agreement on disposition of rail kits, rack PDUs, cords.</li> <li>• Expectation of installation of blanking plates.</li> </ul>	<p>Completed project includes:</p> <ul style="list-style-type: none"> <li>• Coordinate with building management if needed</li> <li>• Vacate space</li> <li>• Remove cabling</li> <li>• Broom swept clean</li> </ul>