01 / PREPARE THE REQUEST

Pre-recovery project checklist

Start with the information you have. Fill gaps as the route is agreed.

PROJECT / SITE	OWNER	TARGET DATE

01 Define the project

- [ ] Name the project owner and the person who can approve route changes.
- [ ] Name who will resolve missing, additional, or unidentifiable devices.
- [ ] Set the intended outcome: redeploy, resell, recycle, destroy, or assess.
- [ ] List all locations, including remote holders and stored equipment.
- [ ] State required site-clearance and project-completion dates.
- [ ] Note whether collection will happen in one batch or in phases.

02 Build the asset picture

- [ ] Export the asset list you have; an incomplete list is enough to begin.
- [ ] Include model, approximate quantity, condition, and current location.
- [ ] Add serial numbers and asset tags wherever available.
- [ ] Flag damage, missing parts, unknown identity, and devices with no power.
- [ ] Flag known MDM enrollment, Activation Lock, and other release requirements.
- [ ] For remote returns, link each expected shipment to a holder or roster entry.

02 / CONFIRM BEFORE COLLECTION

Agree the operating plan

Turn the initial request into a documented route and decision path.

03 Secure movement and data

- [ ] Agree how devices will be counted and matched at collection and receipt.
- [ ] Confirm packing, pickup, freight, or parcel-return responsibilities.
- [ ] Assign MDM release and Activation Lock actions to authorized administrators.
- [ ] Confirm the processing facility and relevant certification scope.
- [ ] Specify sanitization method, verification, failed-attempt route, and erasure or destruction evidence.

04 Set approvals and timing

- [ ] Review scope, fees, value assumptions, exclusions, and grading criteria.
- [ ] Name who approves changes in condition, disposition, cost, or exceptions.
- [ ] Set milestone dates, owners, dependencies, and an escalation contact.
- [ ] Confirm settlement trigger and payment timing, where applicable.

05 Define a complete record

- [ ] Specify custody, data-erasure, serialized outcome, and exception records.
- [ ] Confirm how removed media will link to its parent device.
- [ ] Agree on closeout criteria and delivery dates for each record.
- [ ] Keep an issue list with an owner and next decision for every gap.

NEXT STEP

Send the available list, locations, timing, and intended outcome to Galide.