Disconnect & Reconnect Checklist

Full User Name	Old Workstation	New Workstation

Disconnect & Reconnect Checklist to be completed by Business Relocation Services resources

Equipment Types	Qty	Disconnect	Reconnect	Issues and Notes
Computer/s				
Computer Asset #				
Monitor's				
Monitor Asset #				
LAN Cable				
Keyboard				
Mouse (L/R)				
Phone (L/R)				
Extension #				
Power cords/ Adaptors				
Docking Station				
Modem				
Barcode Scanner				
Receipt Printer				
Others (please specify)				

Testing

Desktop Analyst	Check		Issues and Notes
Power ON Check	Y	N	
Keyboard Connectivity	Y	N	
Mouse Connectivity	Y	N	
Printer Test	Y	N	
Video Connectivity	Y	N	
Login Test	Y	N	
Network Connectivity	Y	N	
Network Engineer	**Check**		