DISCOVERY QUESTIONNAIRE

**Data Center Decommissioning**

**We are excited to learn about your project.** To kickstart 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@guardiandatadestruction.com**. Talk to you soon!

|  |  |
| --- | --- |
| First/Last Name | CLICK HERE TO FILL IN FIRST AND LAST NAMES |
| Company | CLICK HERE TO FILL IN COMPANY NAME |
| Origin Location | CLICK HERE TO FILL IN ORIGIN ADDRESS |
| Destination Location | CLICK HERE TO FILL IN DESTINATION ADDRESS IF APPLICABLE |
| Email & Phone | CLICK HERE TO ADD EMAIL CLICK HERE ADD PHONE # |
| Urgency | [ ]  RED HOT [ ]  SOON [ ]  THINKING AHEAD [ ]  DATE: ADD DATES |

**PROJECT QUESTIONS**

1. How many cabinets/racks are to be removed? CLICK HERE TO FILL IN
2. Do the devices and rails need to be removed from the cabinets/racks? [ ]  Yes [ ]  No

*If yes*, how many devices and rails will need to be removed? CLICK HERE TO FILL IN

1. When removing the gear from the cabinets/racks, can we cut network cables that are
going into the raised floor or up into the ceiling/cable trays? [ ]  Yes [ ]  No
2. Do the hard drives need to be removed from the servers/storage gear? [ ]  Yes [ ]  No
3. Do the hard drives need to be destroyed onsite? [ ]  Yes [ ]  No

*If yes*, method of destruction: [ ]  degauss [ ]  punch [ ]  shred [ ]  other

1. What is the approximate quantity of hard drives? CLICK HERE TO FILL IN
2. Will we be working around live servers/equipment? [ ]  Yes [ ]  No

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

1. Are the cabinets on wheels? [ ]  Yes [ ]  No
2. Will the cabinets fit through all the doorways and elevators without being tilted? [ ]  Yes [ ]  No
3. What is the planned disposition of the equipment? CLICK HERE TO FILL IN
4. What are the packing requirements? CLICK HERE TO FILL IN
5. Will an onsite inventory/audit be required prior to asset removal from the facility? [ ]  Yes [ ]  No