

System Admin Rights Revocation Checklist

Date:

Name of User:

Department:

Employee ID:

Revoked By:

Reason for Revocation:

Checklist

Task	Completed	Notes
Remove user from admin groups (e.g., Domain Admins, Local Admins)	<input type="checkbox"/>	
Revoke elevated permissions on all servers/systems	<input type="checkbox"/>	
Disable or delete redundant admin accounts (if any)	<input type="checkbox"/>	
Update access logs and document changes	<input type="checkbox"/>	
Inform relevant teams and stakeholders	<input type="checkbox"/>	
Review and update admin password vaults if necessary	<input type="checkbox"/>	

Additional Comments/Notes:

Admin Signature:

Date:

Supervisor Approval:

Date: