Telecom Rack Cabinet Transfer Checklist

Date:
Rack Cabinet ID/Label:
Location (From):
Location (To):

Pre-Transfer Inspection

Item	Check	Initials	Remarks
Verify equipment inventory in cabinet			
Label all devices & cables			
Backup configuration/data (if needed)			
Power down equipment safely			
Remove peripherals (if applicable)			

Physical Transfer

Item	Check	Initials	Remarks
Secure all cabinet doors and panels			
Ensure cabinet is stable for transport			
Monitor environmental conditions (humidity/temp)			
Check for damages post-transfer			

Post-Transfer Setup

Item	Check	Initials	Remarks
Position and secure cabinet in new location			
Reconnect cables as per labels			
Power up equipment			
Perform operational check			
Update equipment inventory records			

Additional Notes

Transferred By

Received By

Date