Construction Asset Disposal Checklist

Asset Name Asset ID/Number Location Department/Project Date of Disposal Reason for Disposal Disposal Method Checklist Asset inspected and verified for disposal Disposal request form completed and approved All related documentation updated Asset removed from inventory records Sensitive/company information removed (if applicable) Asset safely decommissioned and disposed of according to policies Environmental/hazardous materials property handled (if applicable) Final inspection and sign-off completed Notes Prepared by / Signature / Date	Asset information
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Reviewed by / Signature / Date	Prepared by / Signature / Date
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Approved by / Signature / Date