

# Construction Asset Disposal Checklist

## Asset Information

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 properly handled (if applicable)

Final inspection and sign-off completed

## Notes

Prepared by / Signature / Date

Reviewed by / Signature / Date

Approved by / Signature / Date

