

PHASE I: Backup and power down phase (Check box and fill in time):

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|--------------------------|---|--------------------|-------------|
| <input type="checkbox"/> | Final notification to users of shutdown | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Validate Batch Programs Complete | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Validate Previous Backups | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Complete Appl Pre-Test | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Shutdown Application | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Database Backups complete? | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Verify no visible hardware issues | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Shutdown server | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Server Handover | Responsible: _____ | Time: _____ |

PHASE II: Physical Relocation (Check box and fill in time):

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|--------------------------|------------------------|--------------------|-------------|
| <input type="checkbox"/> | Device powered off | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Special Cables labeled | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Uncable | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Unrack | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Packed | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Transported | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Unpacked | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Reracked | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Cabled | Responsible: _____ | Time: _____ |

PHASE III: Power up checks (Check box and fill in time):

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|--------------------------|-----------------------------------|--------------------|-------------|
| <input type="checkbox"/> | Verify no visible hardware issues | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Ping test - ensure it response | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Confirm remote access | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Check connection to backup server | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Verify drive configuration | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Verify services | Responsible: _____ | Time: _____ |

PHASE IV: Finish items (Check box and fill in time):

- | | | | |
|--------------------------|---|--------------------|-------------|
| <input type="checkbox"/> | Ensure KVM connection | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Change DB Configuration (if needed) | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Startup and Verify Databases | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Startup and Validate Application | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Validate Peripherals (if needed) | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Contact power user for final test (if needed) | Responsible: _____ | Time: _____ |

PHASE V: Final Confirms / Turnover (Check box and fill in time):

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|--------------------------|-------------------------------|--------------------|-------------|
| <input type="checkbox"/> | Verify all items are complete | Responsible: _____ | Time: _____ |
| <input type="checkbox"/> | Turn over to users | Responsible: _____ | Time: _____ |

Notes
