Cable Management Decommission SOP

SECURE TRANSPORTATION SINCE 1996



Standard operating procedure for safe, tidy, and auditable desk decommission during office IT relocation and workplace moves

1. Purpose:

This Standard Operating Procedure sets out the correct process for **desk cable management and workstation decommission** during office relocations, office IT refreshes, workplace changeovers, and phased floor moves.

The purpose of this SOP is to ensure that all workstation cabling, power, peripherals, and desk IT equipment are disconnected, labelled, organised, and prepared for transport, storage, reuse, or disposal in a way that is:

- safe for people and property
- consistent across all desks and floors
- easy to reconnect at destination
- supportive of accurate asset tracking
- suitable for audit and project sign-off

This procedure helps reduce:

- tangled or lost cables
- reconnection errors
- post-move support tickets
- desk setup delays
- safety hazards during and after the move

2. Scope:

This SOP applies to all workplace projects involving:

- **office IT relocation**
- **desk decommission**
- **desk cable management**
- **desktop and monitor moves**
- **office furniture logistics linked to IT equipment**
- **end-user device redeployment**
- **multi-floor office changeovers**
- **weekend office moves**

It covers:

- user desk setups
- monitor and docking station connections
- power distribution
- desk telephony or VOIP accessories
- keyboards, mice, webcams, headsets
- under-desk cable trays and power rails
- cable labelling and bundling
- packaging and handover for reconnection teams

It does **not** cover:

- structured cabling installation
- permanent building electrical works
- server room patching or core network changes
- specialist AV commissioning unless specifically included in project scope

3. Objectives:

The objectives of this SOP are to:

- disconnect desk IT equipment safely
- preserve the relationship between user, desk, and device
- ensure cables and peripherals remain matched correctly
- leave desks clear and safe for furniture movement or building works
- support efficient **desk IT reconnection**
- reduce downtime during **office IT relocation**
- maintain a professional standard of presentation and documentation

4. Roles and Responsibilities:

Project Manager

Responsible for:

- confirming the move scope and sequencing
- approving desk standards and labelling conventions
- ensuring the team has the correct move matrix or seating plan
- coordinating with Facilities, IT, and building management

Team Leader / Supervisor

Responsible for:

- briefing crews on the SOP
- checking that desk decommission standards are followed
- resolving inconsistencies or exceptions
- verifying completion by floor, team, or zone

Desk Decommission Crew

Responsible for:

- following the step-by-step cable management process
- disconnecting only in-scope devices
- applying correct labels and packaging
- leaving desks safe, tidy, and ready for next-stage works

Client IT / Workplace Contact

Responsible for:

- identifying special equipment or user-specific requirements
- confirming what remains in place and what is moving
- assisting with any exceptions outside standard desk scope

5. Required Tools and Materials:

The following items should be available before work begins:

- printed move matrix or desk list
- device and desk labels
- cable flags or wraparound labels
- reusable cable ties or Velcro straps
- anti-static bags where required
- small accessories bags
- monitor sleeves or protective covers
- crates or designated packing containers
- marker pens
- checklist or digital completion tracker
- PPE as required by site

Optional:

- photo capture device
- barcode scanner
- tamper labels
- desk completion stickers

6. Pre-Work Checks:

Before beginning decommission work, confirm the following:

- [ ] Desk list or move matrix has been issued
- [ ] Destination seating or equipment mapping is available if required
- [ ] In-scope and out-of-scope desks are clearly identified
- [ ] User preparation instructions have been issued in advance
- [ ] Site access and timing window are confirmed
- [ ] Loading bay / lift bookings are in place if required
- [ ] Crates and cable packaging materials are available
- [ ] Any special desks or executive setups have been flagged
- [ ] Legacy equipment for ITAD or WEEE has been identified separately

7. Standard Decommission Procedure:

Step 1: Verify desk identity

Before touching any equipment:

- confirm desk ID, user name, or zone against the move matrix
- check whether the desk is in scope
- identify all items assigned to the desk
- note any exceptions, missing equipment, or unusual setups

If the desk does not match the move plan, pause and escalate to the team leader.

Step 2: Photograph desk setup if required

Where requested by the client or PM:

- take a clear photo of the desk setup before disconnection
- capture monitor arrangement, dock position, peripheral locations, and visible cable routes
- ensure photos are named or logged against the correct desk ID

This is especially useful for:

- executive desks
- complex dual or triple monitor setups
- desks with specialist peripherals
- high-value or user-sensitive workstations

Step 3: Power down and make safe

Before disconnecting:

- confirm the workstation is no longer in active use
- power down devices if within project scope
- switch off monitors and peripherals
- isolate local power safely where required
- do not disconnect live or unknown devices unless instructed

Any suspected live issue should be escalated before proceeding.

Step 4: Disconnect equipment in sequence

Use a consistent disconnect order:

1. Remove removable accessories first
    - headset
    - webcam
    - keyboard
    - mouse
    - chargers or adapters
2. Disconnect display and dock accessories
    - monitor power
    - HDMI / DisplayPort / USB-C
    - dock connections
3. Disconnect desktop / laptop / thin client connections
    - power lead
    - network cable
    - USB accessories
4. Disconnect under-desk power or cable tray components only if in scope

Take care not to pull, strain, or kink cables during removal.

Step 5: Label all loose cables and accessories

Every disconnected cable or accessory that needs to move must be labelled clearly.

Recommended minimum label types:

- desk ID
- user name or team
- cable function where useful
- destination desk if available

Examples:

- “Desk 2.14 Monitor 1 Power”
- “Desk 2.14 Dock USB-C”
- “Desk 2.14 Keyboard/Mouse”
- “Desk 2.14 Network”

Where practical, bundle cables by device group rather than mixing everything together.

Step 6: Bundle cables neatly

After labelling:

- coil each cable without over-tightening
- use Velcro or reusable ties, not permanent over-tightening methods
- avoid sharp bends or damage to connector heads
- keep monitor leads grouped together
- keep user accessories in a separate labelled bag if needed

Target outcome:

- reconnect team can identify everything quickly
- no loose or tangled cable bundles
- minimal risk of lost parts

Step 7: Package desk kit correctly

Pack the decommissioned desk setup in a consistent way:

- monitors protected with sleeves or wraps
- peripherals bagged and labelled
- cables bundled and attached to the relevant device or packed in the same crate
- docking stations packed with associated leads
- small parts secured in labelled accessory bags

If using crates:

- pack one desk per crate where possible
- if combining desks in one crate, ensure each setup is clearly separated and labelled

Step 8: Tidy under-desk and surface area

Once decommission is complete:

- remove loose cable ties, waste, and debris
- ensure no trailing power leads remain
- clear under-desk trays where in scope
- leave floor area safe for movers or furniture teams
- check that desks are left clean and presentable

This is important for:

- health and safety
- furniture logistics teams
- building management expectations
- clean handover standards

Step 9: Mark desk as complete

When the desk is fully decommissioned:

- tick off or digitally mark desk as complete
- apply completion sticker if used in the project
- note any missing or damaged items
- escalate any exceptions immediately

Do not mark complete if:

- unlabelled cables remain
- items are missing without note
- cables are mixed or unclear
- desk still presents a safety risk

8. Quality Standards:

A desk is considered successfully decommissioned when:

- all in-scope devices are disconnected safely
- all cables are labelled clearly
- cables are bundled neatly
- accessories are packaged logically
- monitor and device protection is applied where needed
- desk area is left clear and safe
- completion has been recorded
- any issues have been logged

9. Exceptions and Escalations:

The following should be escalated to the team leader or project manager:

- missing device that should be at the desk
- unidentified cable or hardware
- active user still working at the desk
- damaged connectors or equipment
- non-standard or specialist setup
- desk plan does not match physical setup
- suspected live power or unsafe condition
- anything not clearly covered by scope

Do not improvise on critical or unclear items.

10. Health and Safety Considerations:

Key safety points:

- do not overload crates with monitors or equipment
- do not leave loose cables on the floor
- avoid poor lifting posture when working under desks
- use safe kneeling / crouching techniques
- report damaged power leads or sockets immediately
- maintain clear walkways at all times
- follow all site-specific PPE and access rules

11. Handover to Reconnect Team:

Where desks are being reconnected later, ensure the following is passed forward:

- desk completion record
- labelled cable groups
- asset or crate ID
- any photos taken of original setup
- note of any exceptions
- destination desk or seating plan reference

A strong handover reduces Monday-morning setup errors and support tickets.

12. Documentation and Records:

The following records may be kept as part of the project:

- desk move matrix
- completion tracker
- photo evidence
- asset reconciliation list
- exception log
- crate / container mapping
- ITAD or disposal documentation for legacy devices
- post-move snagging records

13. Recommended Completion Checklist:

Use this quick check before signing off each desk:

- [ ] Desk ID confirmed
- [ ] Equipment matched to move list
- [ ] Devices powered down where required
- [ ] Cables disconnected safely
- [ ] Cables labelled clearly
- [ ] Cables bundled neatly
- [ ] Accessories packed correctly
- [ ] Monitors protected
- [ ] Desk area left clean and safe
- [ ] Completion logged
- [ ] Exceptions recorded if needed

14. Why this SOP matters:

A structured **cable management decommission SOP** helps:

- speed up office IT relocation
- improve desk IT reconnection accuracy
- reduce user disruption
- protect devices and cabling
- avoid missing peripherals and tangled setups
- support furniture and facilities teams
- reduce post-move helpdesk demand
- improve the overall professionalism of the move

15. Related Secure Transportation services:

- Office IT Relocation
- Desk Cable Management & Decommission
- White Glove Office Delivery
- Furniture Logistics
- Asset Audit & Serial Reconciliation
- Warehousing & Storage
- ITAD & E-Waste Disposal
- Project Management