AV Asset Decommissioning & Disposal Form

This form shall be used for all ITS AV assets that are removed from service. The form shall be completed by the AV Integrator and provided to RMIT Support with the returned AV asset(s). If all equipment is to be disposed of, or relocated, the form still needs to be provided to RMIT AV Support.

Each room shall have its own AV Asset Decommissioning & Disposal Form.

DATE OF DECOMMISSION		**AV INTEGRATOR**	
DECOMMISSION LOCATION		**CONTACT PERSON**	
PROJECT REFERENCE		**SIGNATURE**	

RMIT Asset No.	Serial No.	Make	Model & Part No.	Dispose/Return/Re-Use	New Location

RMIT AV SUPPORT REPRESENTATIVE	
SIGNATURE	
DATE	

By signing this document both parties agree on the equipment that is being disposed of, and the method. Both parties should keep copies for future reference.