UNIX Server Decommission Procedure – IMH

Tuesday, July 21, 2020

2:49 PM

On-Prem UNIX Server Decommission Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hostname | IP Address | Serial Number | Machine Type | Location | Business Unit |
|  |  |  |  |  |  |

CHG**:** *Ready for Implementation*. When creating the CHG, check the **Create/Update CI** box in the **Change Details** section.

**CHG#**

**Notify Business Unit that the server is now being decommissioned. And Validate the IP address which is supposed to decommissioned**

**Monitoring:** Follow OneNote document to remove host from Zabbix.

**Inventory:** Follow OneNote document to move server to Retired list in Inventory.

**Perimeter:** Create Services request for *Perimeter Network* group, notifying that IP addresses can be removed from Secure Access, Firewall, proxy, and tunnel tables.

**Storage SAN de-allocate/unzone:** Create Service Catalog request (*Information Systems > Storage > LUN*). If possible, work with Storage SA *before* the machine is shutdown.

**Storage NetBackup:** Create Service request for *Storage System Admin (SA)* group. Text: Please remove host from the NBU Policy and remove the backup SLA.

Is there a legal reason to save previous backups? Yes No

If Yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DNS:** iscatalog request: Create Service Catalog request (*Information Systems > Active Directory > DNS Request*) to remove hostname from DNS, including remote console address (-mgt).

**ENS IP addresses to be reclaimed:** Create Generic Network Request. List all IP addresses for host, including remote console address (-mgt) that can be put back into available pool.

(TX) **Visio: (Blades)** Email Shane Sorensen to remove blade from Windows Visio files.

**(Non-blades)** Email Michael Quinn to remove server from our Visio files.

(TX) **Dell:** Create WordForge ticket to decommission server. (See run book for details.)

(TX) **Cabling Spreadsheet:** <http://sateam> > Open Systems Documents > Inventory > PLANO TEXAS RACK LAYOUT > PlanoEtherNet\_Data.xlsx – Remove all lines for the host.

**~~Power Down:~~** ~~Who performed power down? Customer Us – Authorized by~~

**NIM:** IF AIX, remove client from NIM master server.

*From the NIM master (nim03), type smitty nim\_admin -> Manage Machines -> Remove a Machine.*

*Select your server from the list of clients and Hit Enter. Verify that your machine is listed and hit Enter again to execute removal.*

**Satellite:** Follow OneNote to remove machine from the Red Hat Satellite server.

**ILMT:** Create incident for *IAM Ops (Identity and Access Management Operations)* and assign to Bryan Jones. Text: Please remove these decommissioned hosts from ILMT. Provide hostnames and IP addresses.

**Maintenance and physical removal:**.

Email to [ihc.edits@CentricsIT.com](mailto:ihc.edits@CentricsIT.com) (cc James Holladay and Michael Quinn) to remove from support contract. Include model, serial, location.

**Physical Removal:** Ticket to *Datacenter*, who will then complete these steps:

Pull hard drives from server and secure them until they can be destroyed.

Remove server from rack

Back-pull network/fiber and power cables.

Remove from PTC CMDB.

Physical server can be detached after 30 days of shut down.

**VM Removal:** Rename the VM, appending \_decomm\_mmddyy\_ii to the end of the name, where mmddyy is the date and ii is your initials

VM can be deleted after shut down for 30 days.

**Send the confirmation email to Adam Dean for Updating the inventory sheet.**

**Decommission Checklist for on-prem server Cloud/Plano(TX) migration**

This was the source server during migration and should already be shutdown.

If you’re not sure, then ask.

DO NOT SHUTDOWN SERVER

**Monitoring:** Follow OneNote document to remove host from Zabbix and/or pDXC.

**Inventory:** Follow OneNote document to move server to Cloud list in Inventory.

**Storage NetBackup:** Create incident for *Storage System Admin (SA)* group. Text: Please remove host from the NBU Policy and remove the backup SLA.

Is there a legal reason to save previous backups? Yes No

If Yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Remove server from rack

Back-pull network/fiber and power cables.

Remove from PTC CMDB.

**VM Removal:** Rename the VM, appending \_decomm\_mmddyy\_ii to the end of the name, where mmddyy is the date and ii is your initials

**Send the confirmation email to Adam Dean for Updating the inventory sheet.**