**Virtual Server Decommission**

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

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

**Pre-Check:** Kindly run the pre-check script

**Monitoring:** Remove host from Zabbix and pDXC Monitoring tool

1. **Stop the agent**

/sbin/service zabbix-agent stop

/sbin/chkconfig zabbix-agent off

1. **2. Delete host in Zabbix**

On lpv-sapwn01: **z-delete-host <hostname>**

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

**Power OFF VM:** Power of the VM and Update the Change information in Notes field in the Vcenter

**After 30 days of cooling period**

**DCS:** Create incident for Cybersecurity IS. Text: Please remove these decommissioned hosts from the DCS database. Provide Hostnames and IP addresses(Nathan Moon) Mathew bybee

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

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

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

**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.

**VM Removal:**  VM can be deleted after shutdown for 30 days.

**Inventory:** Follow OneNote document to move server to Retired list in Inventory. Or Send the confirmation email to Adam Dean for Updating the inventory sheet.

Kindly update the IM-Service now CMDB as Decommissioned

Update the Change Number and change the status to Retired

**Physical Server Decommission**

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

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

**Pre-Check:** Kindly run the pre-check script

**Monitoring:** Remove host from Zabbix and pDXC Monitoring tool

1. **Stop the agent**

/sbin/service zabbix-agent stop

/sbin/chkconfig zabbix-agent off

1. **2. Delete host in Zabbix**

On lpv-sapwn01: **z-delete-host <hostname>**

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

**Power OFF Server:** Power of the Server

**After 29 days of cooling period, and on 30th days, kindly follow below instruction**

**DCS:** Create incident for Cybersecurity IS*)*. Text: Please remove these decommissioned hosts from the DCS database. Provide Hostnames and IP addresses

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

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

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

**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.

**Inventory:** Follow OneNote document to move server to Retired list in Inventory. Or Send the confirmation email to Adam Dean for Updating the inventory sheet.

Kindly update the IM-Service now CMDB as Decommissioned

Update the Change Number and change the status to Retired

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

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.