

IT Departure Checklist

Before your IT lead, contractor, or admin walks out

LM-21 | Consult | FC-16

Complete before access is revoked. Then book FC-16 Knowledge Capture or FC-14 Hiring Bridge.

Access and accounts

List all cloud admin accounts and who holds them

Document domain registrar, DNS, and SSL renewal contacts

Transfer billing ownership off personal cards

Revoke departing person's access on a dated checklist

Systems and vendors

Inventory SaaS subscriptions and renewal dates

Document backup locations and last restore test

List MSP, hosting, and agency contacts

Write hiring spec for replacement role

Book FC-16 at northark.ai/book?sku=FC-16