

# Wipe and Return Lease Laptop

You can print out the Return Prep Form and checkmark each step as you clean the laptop

[Return Prep Form.docx \(sharepoint.com\)](#)

Return Prep Form
Lease _____
Serial # _____
<input type="checkbox"/> Cleaned (Remove from Find Devices on iCloud if applicable)
<input type="checkbox"/> Formatted
<input type="checkbox"/> Inspected for Damage
<input type="checkbox"/> Photos
<input type="checkbox"/> Remove from Lansweeper
<input type="checkbox"/> Remove from Teamviewer / AnyDesk
<input type="checkbox"/> Remove from End Point Manager & AutoPilot / ABM & Addigy
<input type="checkbox"/> Update lease spreadsheet
<input type="checkbox"/> Ready for Return

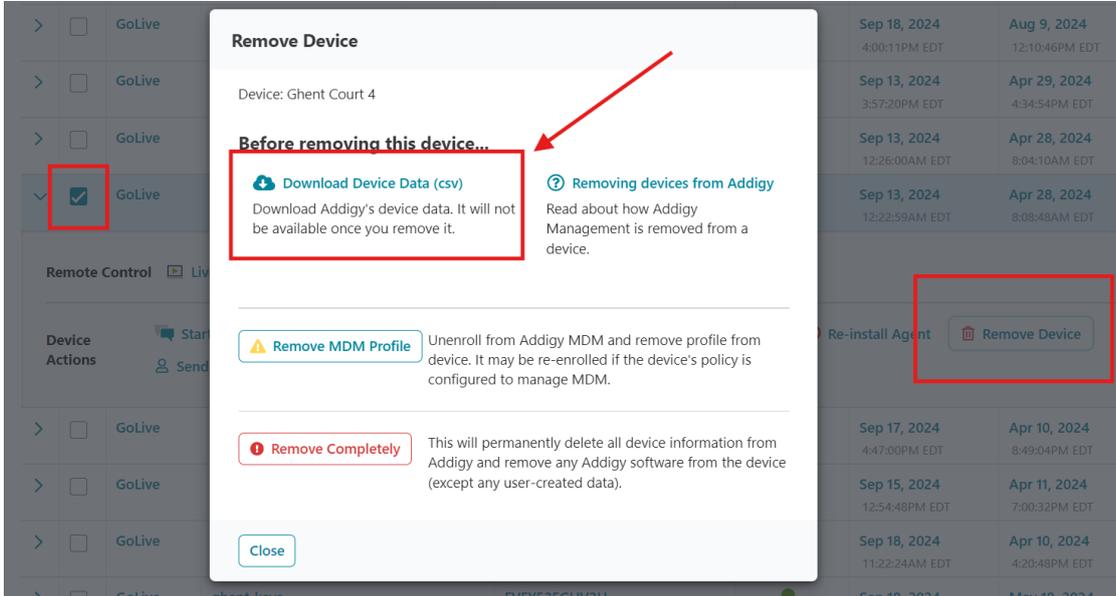
Wipe Methods from KB: [Wipe Mac Clean & Reins... | Grace Church KB \(gracechurches.org\)](#) | [Preparing New and Reim... | Grace Church KB \(gracechurches.org\)](#)

Leases folders to put pictures in: [Grace IT - Leases - All Documents \(sharepoint.com\)](#)

Lansweeper: <https://lansweeper.graceohio.org/Assets.aspx>

Removing device from Endpoint Manager & Autopilot / ABM : [Devices - Microsoft Endpoint Manager admin center](#) | [Windows Autopilot devices - Microsoft Endpoint Manager admin center](#) / [Apple Business Manager](#)

- I like to archive the Addigy CSV data of the Mac's before deleting them from Addigy. This is useful incase we need to grab an MDM Lock code to unlock a Mac.



Lease Spreadsheet: [Leased Equipment.xlsx \(sharepoint.com\)](#)

If you are giving back or releasing a laptop, make sure to delete it from Windows AutoPilot AND Azure AD/Endpoint Manager. Otherwise, the AutoPilot screen will continue to pop up even when you wipe the laptop, preventing the laptop from being able to sign in a non Grace Church user.

If returning a Mac, Apple Financial Services also has this guide to preparing Apple devices for return: [Apple Financial Services \(yoursolutionspartner.com\)](#)

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