



DSP Seasonal Ramp-down Checklist for Devices and Phone Lines

- ☐ Determine your company's route count for standard operations
- ☐ Use the route count to calculate how many lines and devices (and spares) you need
- ☐ Check due dates of rented phones and return on time
- ☐ Make a line cancellation plan
 - ☐ Can you do a fast ramp down or will it need to be gradual?
 - ☐ Review rate plan(s) and compare line costs, noting any device termination fees
- ☐ Conduct a phone inventory and health check for hardware and software
- ☐ Send in damaged phones to be repaired
- ☐ Order replacement cases or screen protectors, if needed
- ☐ Move SIM cards from retired phones or those whose lines you're cancelling into reliable phones that you're keeping
- ☐ Retire and trade in old, broken, or poorly functioning phones
 - ☐ Perform a factory reset on these phones
- ☐ Make a plan to upgrade your fleet of devices, if necessary
- ☐ Renumber your fleet if you retired devices or added new phones
- ☐ Evaluate your carrier(s)
 - ☐ Did network service meet your needs?
 - ☐ Are there promotional offers to take advantage of?
- ☐ Review and revise your emergency plan for a communication outage