

Title X Clinic Closeout Logistics: Facility & Equipment Checklist



This checklist is designed to guide Title X staff through the logistical steps required to close a clinic, ensuring that all items are properly packed, labeled, moved, or disposed of while being mindful of Title X, organizational, and HIPAA requirements.

Pre-closeout Planning

- Identify a point person to coordinate day-of closeout activities
- Schedule moving van(s), if needed
- Develop a packing schedule and system
- Determine labeling and tracking protocol for all boxes
- Provide moving boxes, labels, and any needed packing supplies
- Update the project work plan to reflect any new or revised tasks

Packing & Moving

- Assign staff to pack individual offices, storage areas, and common spaces
- Assign staff to unpack boxes delivered to other sites, if applicable
- Ensure two staff members open and inspect every drawer, door, and cupboard to confirm **no HIPAA-protected information** is left behind

Physical Property Management

- Create a comprehensive inventory of all physical property on-site
- Determine appropriate disposition for each item:
 - Reallocate** to another site within the organization
 - Sell**, obtaining appraisals as needed
 - Donate** to an external organization
 - Discard** using appropriate processes for items that require special handling or fall outside of regular waste services
- Consider HIPAA compliance when disposing of or transferring any item that may contain or store client information (e.g., locked cabinets, hard drives, printers)
- Identify storage locations for reallocated property
- Document the final disposition of all equipment and furnishings (re-allocated sold, donated, or discarded)