

# Computer Replacement Guidelines

Environmental Health and Safety, Stanford University

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This document describes the guidelines for replacing laptop and desktop computers at Environmental Health and Safety.

PC laptop and desktop computers will be replaced

- a) on an ongoing basis where a baseline of a minimal configuration will be defined and
- b) as needed when computing requirements change or when repair is not feasible.

Mac computers will be replaced as needed as described in "II. Ongoing Replacement as Needed".

Each replacement will take place when agreed by the user and the IT group. As a guideline, all users will continue to use their computers until such time as they are replaced by the replacement policy explained in the next section, keeping hand-down replacement to a very minimum.

There is no planned schedule for replacement based on the age of the computer *only*, e.g. every five years.

## I. Planned Yearly Replacement

Each financial year, IT defines a minimal PC hardware configuration. By the end of FY06, all PC desktop and laptop computers should have at least 667 MHz processors with a 17" CRT monitor or a 17" LCD display; computers with less specifications will be replaced with new computers or/and monitors. In most cases, these computers will be replaced by new computers over the course of the year. The user will be notified at least two weeks in advance by IT; no submittal of IT ticket is necessary. In some instances, the user's computing requirements might be fully satisfied by a used computer.

It is anticipated that the minimal PC hardware configuration for FY07 will be 866 MHz with a 17" CRT monitor or a 17" LCD display.

## II. Ongoing Replacement as Needed

Ongoing replacement might occur in the following situations:

- The user's computing requirements change, e.g. new applications to run on the computer that require additional computing and storage capacity, change of job function, etc.
- Hardware component break down and repair is not feasible

### III. New Employees

A new employee will take over the computer of the person previously in the position assuming that the computer still is available and satisfies the minimal hardware configuration for that job role, and that the new employee is filling a vacancy in an existing position. Should that computer not be available or the employee is filling a newly created position, the employee may receive a new computer. In some situations, it may make more sense to transfer ownership of an existing employee's computer to the new employee and buy the existing employee a new computer instead.

### IV. Process for Requesting Replacement

If computer replacement outside of the regular replacement schedule as defined in the "Planned Yearly Replacement" section above, an IT ticket should be submitted at least three weeks in advance to be approved, ordered and configured by IT which includes transfer of applications and user data.

In the rare case of an irresolvable disagreement between the manager or supervisor and the IT group, the Director will determine the appropriate action.

### V. FY06 Standard Desktop Computer Configuration

Unless the employee has specific non-standard requirements, e.g. programming, multimedia and Macintosh, the following standard computer configuration will be used for FY06:

Desktop: Dell Precision 380 Mini-Tower, Intel Pentium 4 3.20 GHz, Windows XP Professional, 1 GB RAM, 80 GB hard disk, 1.44MB floppy drive, 48X/32X CD-RW/DVD. List price: ~ \$1,300.

Desktop Monitor: 17" LCD display or better; choice of model is determined with the user.

Laptop: Dell Latitude D610 Intel®, Pentium® M Processor 750 (1.86GHz), 14.1 inch SXGA screen, for resolutions of 1280x1024 max, 1GB RAM, 60GB Hard Drive. List price: ~ \$1,700

The above standard configuration will be revised at least bi-annually and is flexible to allow substantially similar computer configurations in order to take advantage of specials, changes in Dell specifications, or unforeseen circumstance, etc.