

Computer Replacement Standards Recommendations for District Office July 1, 2004

A committee was requested to evaluate, review and recommend a plan for replacement of computing equipment in the District Office. Elements of the plan discussed type of machines, configurations, warranty and replacement schedule. These are the committee recommendations.

- ITS will recommend a standard configuration of desktop machines twice a year, or as needed in a replacement cycle. All divisions should strive to follow any standard suggested by ITS for the building. Exceptions to a standard should be made for departments that have justifiable special requirements for their business. ITS should be consulted prior to ordering for service support, training, and compatibility testing.
- All machines will be purchased with a 3-year warranty. Replacement of machines will be on a three to four year cycle depending upon finances and any issues related to the ability of the older machines to run current programs.
- Each division will be responsible for component costs for non-warranty repair items.
- Dell and HP are the recommended manufacturer for desktop units.
- Only one version or standard needs to be set. The most current standard will meet the needs of most 'power users' in the building. Exceptions to this standard need prior approval from ITS and Purchasing.
- The CPU chosen for a standard will be one to two steps lower than the current highest speed processor. This is the best mixture of price and value.
- Any domino or stair-stepping of machines will be minimized. Exceptions might be for workstations for temporary staff. If a machine is unable to run the most current operating system (OS) being supported by ITS, it will not be used.
- Monitors will not be replaced for new CPU's. When a monitor is replaced it will be a 17" LCD or above. See attached justification from ITS regarding business reason.
- Memory (RAM) will be a minimum of 512mb.
- Consideration should be for a mini-slim case design that takes up much less desktop space or under desk space. Peripherals are rarely added to machines, thus min-towers can be unnecessary, in some cases. This, along with the LCD monitor, saves considerable desktop real estate.
- CD-RW drives will be ordered along with a 3 1/2" floppy. Zip drives will be phased out for cost and reliability reasons.
- A minimum of a 20GB hard drive will be specified for all machines.
- If a division chooses to order outside these standards, unless there is prior approval, maintenance costs need to be contracted with an outside vendor at the cost of the division.
- All computers will be sent to Desktop Support for software removal, where applicable, before transfer to Stauffer for auction.
- Existing machines within the District Office Building will be grandfathered for support until replacement.