

Policy:	Computer Replacements		
Number:	2018-02	Supersedes:	N/A
Effective Date:	1/2/2018	Revised/Review Date:	N/A

1.0 PURPOSE

The purpose of the computer replacements (aka Maturity Replacement Cycle) policy is to provide a department-wide understanding of the process for replacing desktop computers, laptops, monitors, and various enterprise software that are provided by Seattle IT and included in HSD’s annual department costs.

HSD pre-pays for the replacement of IT assets. The replacement costs are determined during each year’s annual budget process and Seattle IT bills HSD in twelve monthly installments.

2.0 REFERENCES

- 2.1 Seattle IT Rates. Items included in the Seattle IT rates/funds:
 - a. Desktop Replacement (includes one monitor, keyboard, and mouse)
 - b. Laptop Replacement
 - c. Software (Microsoft Enterprise licenses, Anti-Virus, plus others)
 - d. Hardware/software Maintenance Costs
- 2.2 For questions or clarification on this policy, please contact the Budget & Finance Manager.

3.0 DEFINITIONS

- 3.1 IT Assets: *Standard computing equipment such as desktops, laptops, monitors, etc.*
- 3.2 Maturity Replacement Cycle: *Seattle IT’s term for computer replacement schedules.*

4.0 POLICY

- 4.1 Desktop/laptop replacements are automatic. Both desktops and laptops are on a 5-year replacement schedule.
- 4.2 Seattle IT identifies computers/laptops to be replaced each year.
- 4.3 Seattle IT determines the replacement schedule and works with each individual user on an actual replacement date/time.
- 4.4 Desktops, laptops, and monitors are replaced on a one-for-one schedule (i.e., a desktop is replaced with a desktop, a laptop is replaced with a laptop, if a new

laptop is requested for staff with a desktop – HSD receives a new charge for a laptop and no charge for the old desktop computer).

- 4.5 HSD will receive no new desktops/laptops if unused HSD computers are located.
- 4.6 There is a service fee for storage of computers. Seattle IT bills HSD monthly for this service which is paid by the appropriate division.

5.0 APPLICABILITY

- 5.1 This policy applies to all HSD employees that use and/or purchase HSD IT assets.