# Giligia College

## Equipment Replacement & Disposal Plan

### Purpose

This document provides all faculties, staff and other interested parties with guidelines and procedures for responsible management of college-owned computers and mobile computing devices including desktops, laptops, and tablets. This consists of the replacement and disposal of all college owned computing equipment. While this is not a fully comprehensive document covering all issues of computing equipment it is intended to establish guidelines and procedures for the responsible management of college owned program resources.

### Timeline for tracking the replacement computers:

a. Departments should have a list of new computer locations and roll down/removal of other equipment.

b. Each department determines which computers will be removed from their inventory during the current year. The number of computers designated for removal should equal the number of computers being purchased for that department/division. This is essential in order to prevent an increase of older equipment, obsolete, out-of-warranty, unsupported, and incompatible systems. It is also essential for maintaining the number of computers sufficient enough to serve all students of each program and will support and add value to the college programs.

c. Each department then provides the presidents office a list of equipment to be removed from their inventory with the computer serial number. This list must be provided prior to distribution of new equipment.

**Computer and Electronic Equipment Disposal:**

1. Disposal guidelines apply to all computers and electronic equipment regardless of cost or funding source.

2. Each department will identify the computer's or electronic equipment's use when sending the system to Facilities Management. The Director will review each device prior to release to disposal to verify appropriate data removal or destruction is complete.

**Lifecycle Disposal:**

a. Each department is responsible for assigning outdated equipment in the same order as new equipment is received. This is vital that users have access to quality, up-to-date computer equipment and media support.

b. Each department will provide the list of computers by serial number that will be removed from their inventory when new computers are distributed but no later than March 1st of the current fiscal year.

c. The college President will monitor inventory reports to ensure the ratio of one new unit received to one unit removed from department inventory is in balance and will notify the department contact person of any inconsistencies by June 30th of the current fiscal year.

d. Leased equipment will be returned to the leaseholder at the expiration of the lease.