

## **Relocation, Repair or Replacement Guidelines**

All requests for relocation, repair or replacement of computing equipment must have a corresponding InfoSys Service Request.

### **Relocation (Setup):**

All wires (power/network) to a workstation or other equipment should not be draped across a traffic pattern or in any way stepped on.

Workstation layout should have a minimum of 3 feet of walk space for traffic patterns around the workstation. This is in addition to what is needed for chairs and their occupancy.

### **Repair:**

If equipment is down for more than 48 hours, a temporary replacement can be made available if needed for critical services.

### **Replacement:**

All workstations must be purchased using campus minimum workstation specifications. See the MWSSLS web site ([rohan.sdsu.edu/~mwssls/](http://rohan.sdsu.edu/~mwssls/)).

Replacement equipment is purchased when existing equipment is at least 3 years old and out of warranty.

Shared workstations receive hand-me-downs (NOT new) by default, unless justification warrants newer or bigger options.

Faculty/staff desktop workstations can be replaced by a laptop. A second monitor and docking station for the laptop would be optional.

Keyboards and mice are supplied with a new workstation. If the input devices' style/function do not meet the employee's needs, the employee can order replacements through Office Max (or other office supply vendors). IDT should be consulted on the "connection to computer" cables for these (currently all should be USB).

While CPUs, Monitors, Printers, Scanners, etc. are barcoded, keyboards and mice are not barcoded for inventory purposes.