

Hardware Survey Guidelines

Before deciding to send equipment to surplus, send an Ifolks email message announcing the equipment's availability. This way another unit in the Library can come and take it away, if they have a use for it. However if it is equipment IDT will not support due to age or un-reparability, do NOT send the message. Generally the message is for furniture, cabinets, office supplies, etc. that could be reused by another unit.

State Surplus

State tagged equipment must be kept separate from Foundation tagged equipment. However if there is no State or Foundation tag on the equipment, consider it State equipment.

MMO Survey Rules:

- Do not cannibalize workstations (as the rule) before sending them to MMO.
- All CPU's sent to MMO must be first wiped of data. Use the **Daryk's Boot & Nuke** CD (kept at Operation Support's desk and the Software Files in LL-406 – **Key is 803**) to nuke the hard drives.

The following fields in the Hardware Inventory web application will need to be changed for each equipment record:

- **Location** is changed to the holding room where MMO can pickup the equipment. Generally this is LL-459, but depending on the situation LL-461 and LL-475 have been used.
- **Wall Jack / IP address** is emptied of any data.
- **Customer** is changed to Hardware Inventory.
- **Division Name** is emptied of any data.
- **Cluster** is emptied of any data.
- **Equipment Attached to** is emptied of any data.
- **Comments** is amended to start with **STATE SURPLUS** 5/06/07 (where 5/06/07 reflected the date of proposed pickup)

State equipment requires a *Library Moving Service Request* be completed and sent to Bea Briggs (always make a copy of the request and all of its associated reports/lists for the IDT Work Order Pending files). See the IST Work Order Completed files for an example of the information needed. Standard Comment for the request is "*Old technology is no longer supported by the InfoSys division.*" Be sure to group like equipment with like equipment on the request, as there are only 6 lines for the equipment information. If needed, use a 2nd and 3rd form to list additional equipment. Carol Phillips can provide the Division/Unit Head Approval signature for the request.

The following Hardware Inventory web application reports need to be attached to the *Library Moving Service Request*:

- **IDT Hardware Inventory Non-Operational Count by Type/Description Report** (Use search criteria - Room Number and Comments fields. This will provide the counts on each type of equipment needed for the request form).
- **IDT Hardware Inventory BarCode Report** (Use search criteria - Room Number and Comments fields with data matching what was used above).
- **IDT Hardware Inventory State Found Survey By Bar Code Report** (Use search criteria - Room Number and Comments fields with data matching what was used above).

Attach a list of items for pickup that do NOT have barcodes or State tag numbers to the request form.

Send or take request to Bea Briggs and she will request pickup. After MMO pickup has occurred, please alert Carol Phillips for final archiving of hardware inventory records.

Foundation Surplus

Foundation tagged equipment must be kept separate from State tagged equipment.

Foundation Survey Rules:

- Do not cannibalize workstations (as the rule) before sending them to Foundation.
- All CPU's sent to Foundation must be first wiped of data. Use the **Daryk's Boot & Nuke** CD (kept at Operation Support's desk and the Software Files in LL-406 – **Key is 803**) to nuke the hard drives.

The following fields in the Hardware Inventory web application records will need to be changed:

- **Location** is changed to the holding room where MMO can pickup the equipment. Generally this is LL-461, but depending on the situation LL-459 and LL-475 have been used.
- **Wall Jack / IP address** is emptied of any data.
- **Customer** is changed to Hardware Inventory.
- **Division Name** is emptied of any data.
- **Cluster** is emptied of any data.
- **Equipment Attached to** is emptied of any data.
- **Comments** is amended to start with **FOUNDATION SURPLUS 5/06/07** (where 5/06/07 reflected the date of proposed pickup)

Foundation equipment requires a *Foundation Property Inventory Modification Request* be completed and sent to Bea Briggs (always make a copy of the request and all of its associated reports/lists for the IST Work Order Pending files). See the IST Work Order Completed files for an example of the information needed. If needed, use a 2nd and 3rd form to list additional equipment.

The following Hardware Inventory web application reports need to be attached to the *Foundation Property Inventory Modification Request*:

- **IDT Hardware Inventory Non-Operational Count by Type/Description Report** (Use search criteria - Room Number and Comments fields. This will provide the counts on each type of equipment needed for the request form).
- **IDT Hardware Inventory BarCode Report** (Use search criteria - Room Number and Comments fields with data matching what was used above).
- **IDT Hardware Inventory State Found Survey By Bar Code Report** (Use search criteria - Room Number and Comments fields with data matching what was used above).

Send or take request to Bea Briggs and she will request pickup. After Foundation pickup has occurred, please alert Carol Phillips for final archiving of hardware inventory records.