General Equipment Refresh Guidelines
Effective FY2015-2016

Equipment Refresh (students)

1. All first year incoming students will get a new Dell laptop of the published model.
2. Students are to use their laptop while they are in Berea and take the laptops after they graduate.
3. Students will have to return their laptops if they withdraw.
4. Students will pay for damages (plus a processing fee) or lost/stolen equipment (at a pro-rated cost).
5. Students will pay for any additional accessories they want.
6. Minor repairs covered by Dell warranty will be taken care of by TRC.

Equipment Refresh (employees)

1. All new employees will get a standard model Dell laptop, along with a docking station, monitor, keyboard/mouse. The Dell laptops will be encrypted starting FY15-16.
2. New employees with different computing needs that require different Dell models or Macs will submit a request in writing for VP and AC approval (see #3 below).
3. Existing employees with non-standard Dell laptops will continue to get a configuration that is similar to what s/he already has, based on the published configuration list. No other configurations will be supported or purchased by BC.
4. All laptops will be refreshed at a 4-year cycle. Other components (such as docking station, keyboard, mouse, etc.) will be refreshed when necessary. TRC will automatically notify and schedule with users that are due for refresh.
5. By default, all equipment 4 years or older will be collected by TRC. They will be used as spares or salvaged according to BC's policies.
6. TRC will be responsible for all minor repairs of these equipment, as well as requests such as adding memory or increasing internal hard drive capacity.
7. Employees needing to refresh sooner than the 4-year cycle should also submit a request in writing for VP and AC approval.
8. Employees needing all other peripherals (cameras, monitors, software, etc.) should contact their unit directly and purchase with unit funds (see catalog).
9. Employees needing smart devices should submit request in writing, obtain VP's approval to use unit's fund, prior to AC approval. The purchase of smart devices will be handled by TRC once it is approved.
10. Employees are responsible for their own data backups.
11. Note that this refresh guideline does not cover PFE, but does include workstations used by student workers or other employees.