



## **Computer Equipment Directive**

### **Rationale**

To function effectively SAMU employees must have current and reliable computers.

### **Definitions**

**Computers** are physical hardware, whether desktop or laptop, but do not include peripherals such as mice, keyboards, monitors, etc.

### **Regulations**

**1** Computers will be replaced after 4 - 6 years of service.

1.1 At the 4 year mark computers will be assessed for wear and tear and a decision will be made whether to continue using the computer or replace it.

1.2 Further assessments will be done annually until year 6.

**2** Timing of replacement will be decided by the General Manager.

2.1 A recommendation from the Finance Department, based on cash flow assessment, will be considered for purchase and replacement dates.

**3** At the end of a computer's life cycle the hard drive will be wiped and the computer will be disposed of.

3.1 Disposal methods include sale, donation, or recycle.

3.2 Disposal method will be determined by the General Manager.

3.3 Any proceeds from disposal will be directed to The Pantry food services.



## Fact Sheet

### Approvals:

First Approval – February 12, 2024

Last Approval –

**Date of Last Review:** February 12, 2024

### Source and Updates:

February 12, 2024 – *Computer Equipment* Directive approved by Directives Group motion 2024-02-12-4. Source material taken from *Computer Equipment* Procedure.

### Related Documents and Forms: