

RE-USE AND RETIREMENT OF WORKSTATIONS

1 Introduction

The current rules and procedures for the re-use and retirement of workstations were drafted and approved in 2009. Since then the environment and ways of work have changed. Laptops and tablets have become more popular and a device has also become part of people's everyday life. Paperless environments are created and promoted. Devices have become a vital part of the normal person's day-to-day activities.

The rules and procedures are outdated and a review has become necessary. This document represents the proposed revised procedures.

2 Replacement period

Although the practical replacement period of a desk top workstation at the NWU is still five years, that of laptops and tablets is only three years. Thereafter the maintenance of the workstation/device increases to such an extent that it is no longer economical to keep these workstations or devices in operation. In most cases, the battery needs to be replaced at a high cost. Furthermore, software changes occur at such a rapid pace, that it becomes ineffective to keep the older workstations compatible with the current systems.

It is recommended that no organisational unit be allowed to use workstations/devices older than five years as the cost of supporting these devices increases exponentially. No support from IT will be given to workstations older than five years.

3 Workstations/devices at the end of their lifespan

Workstations/devices at the end of their practical lifespan (desktops – 5 years and laptops and tablets – 3 years) can be handled in a number of ways.

3.1 Re-use within organisational unit

Workstations at the end of their life span may be re-utilised within the organisational unit. However, these workstations will not be supported by IT.

3.2 Sold

The workstations/devices may be sold to staff or students under the following conditions:

- Only workstations and devices at the end of their lifespan may be sold.
- All software except the original operating system must be removed from the workstation/device.
- Workstations/devices are sold 'as is' and the NWU does not accept any responsibility for failures or any malfunctions.
- The pricing structure will be determined and reviewed annually by the three campus IT managers and approved by IT Management. Currently, the structure is as follows:
 - Laptops and tablets R500 each
 - Desktop R300 each

3.3 Donated

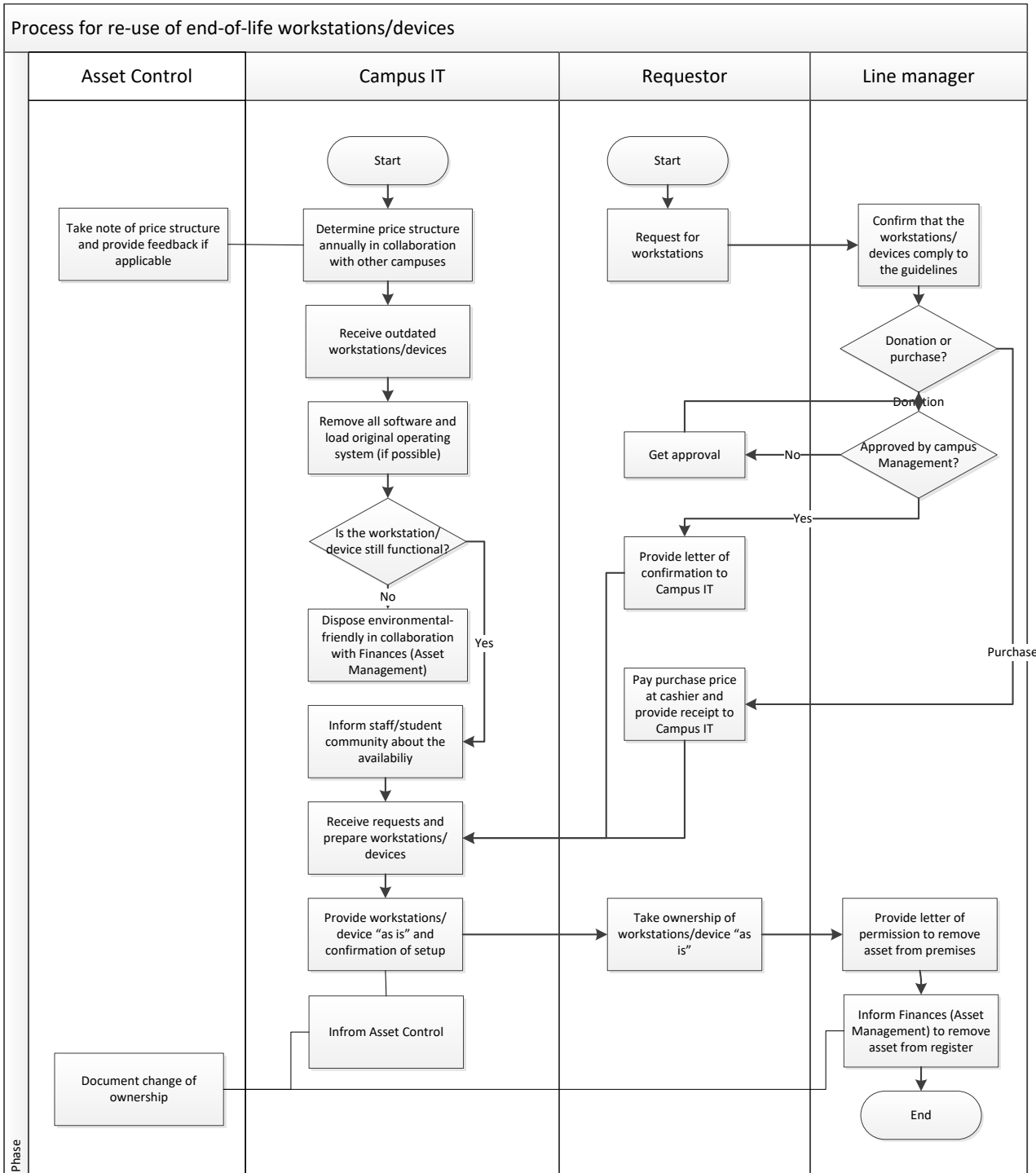
IT in collaboration with the department Community Engagement may donate the workstations/devices to the community.

3.4 Retired

Workstations/devices that cannot be sold or donated, need to be retired in an environmental-friendly manner. This is the responsibility of Campus IT and Finances (Asset Control).

In any of the four above-mentioned cases, Asset Control must be informed about the transactions.

The process is depicted in the following diagram.



4 Other workstations/devices

As workstations (in particular laptops) and devices (tablets) have become part of staff's everyday life and therefore very personally customised, more and more staff members who resign, request to purchase the workstations/devices. Currently this is a tedious and time consuming process as there is no defined process to follow. It is therefore proposed that the staff member is allowed to purchase his/her workstation/device using the following price structure on provision that his/her line manager has approved the purchasing transaction.

For devices not at the retirement age: Book value. If the book value is lower than R500 then the amount is fixed at R500.

Notes:

- The line manager (Director's level) must approve the selling of the device.
- Asset Management must be informed about the transaction.
- Proof of cost price must be provided by the prospective purchaser.

The following diagram depicts the process.

Process for selling functional workstations/devices

