

Procedure: Property Management – Computer Refresh

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

IT (Desktops, Laptops and Tablets) asset management through annual refresh program

1. Purpose

The purpose of this procedure is to describe how Fermilab manages IT assets through and annual IT asset refresh program.

2. Procedure

- 2.1. Once a year, the FESS Logistics and Property Control (LPC) department will generate a list of all IT assets.
- 2.2. The LPC department will deliver the lists to the Fermilab Division / Section / Project Heads and will request a returned list within 60 days with the following asset status categories: 'no action', 'upgrade' or 'excess'
- 2.3. For those assets labeled 'upgrade', Divisions / Sections / Projects will place purchase orders for replacements.
- 2.4. For those assets listed as 'excess', Divisions / Sections / Projects will create a Material Move Request (MMR) through Fermilab's online service now system to send the assets to the excess center.
- 2.5. Division / Section / Project Heads will return a completed IT asset status list to the FESS LPC department within 60 days of receiving the list.
- 2.6. The FESS LPC department will confirm return of IT asset lists and will confirm completion of excessed or replaced assets.

3. Definitions

N/A

4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** is responsible for approving this procedure and ensuring consistent laboratory compliance with this procedure.
- 4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 4.3. **Division / Section / Project Heads** are responsible for responding to the annual IT asset status data call and to carry out associated replacement and excessing activities.

5. Resources / Supporting Documents

N/A

6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:32:12 -06'00'</small>
Property and Infrastructure Management System owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 17:45:27 -05'00'</small>