

# Device Replacement Guidelines

Criteria & Standards for the 5-Year Technology Refresh Program

City of Cooper City

Information Technology



## Age of Equipment

- › 5-year replacement cycle
- › Purchase date tracked per device
- › Replacement date calculated at purchase date + 5 years
- › Older devices replaced first



## Type of Equipment

- › Laptops (83 devices)
- › Desktops (87 devices)
- › Servers / NAS (4 devices)



## Operating System

- › Must run Windows 11
- › Devices incompatible with Windows 11 are prioritized for early replacement regardless of age.

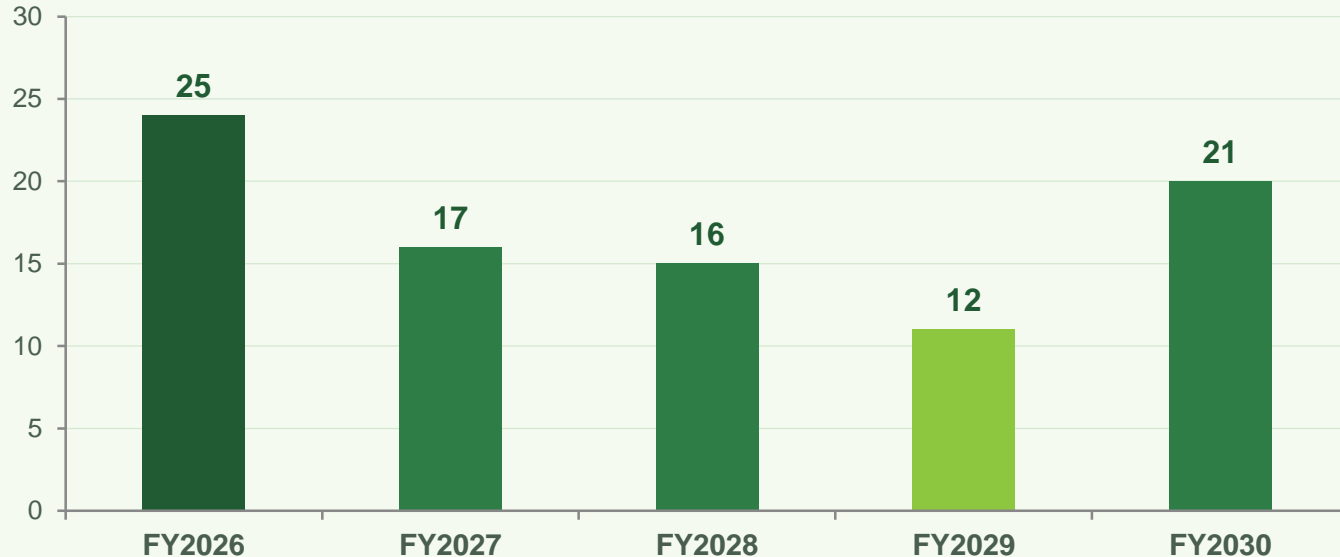
**Consolidation Policy:** Users with both a desktop and a laptop will be transitioned to a single laptop + docking station.

# Devices To Be Replaced by Fiscal Year

5-Year Technology Refresh Schedule — Laptops & Docking Station Consolidation



devices scheduled for replacement each fiscal year



**91**  
TOTAL DEVICES

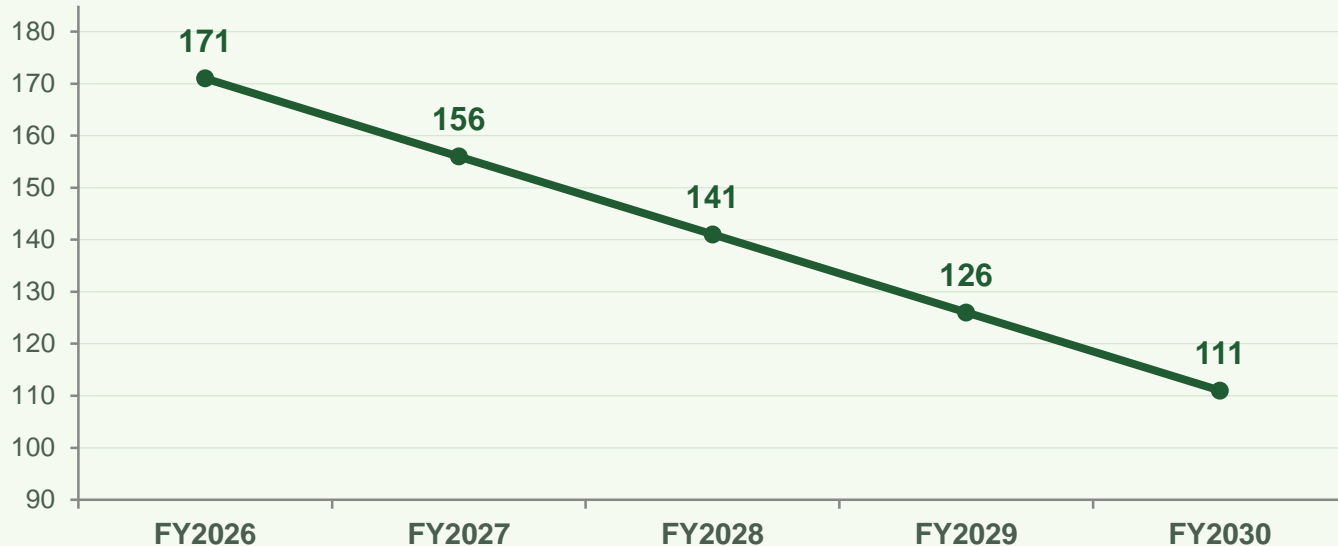
Note: Consolidation replaces desktop + laptop pairs with a single laptop and docking station per user.

# Active Devices by Fiscal Year

Projected Device Fleet After Annual Replacements — Device Consolidation Impact



projected active devices at end of each fiscal year



**-60**  
DEVICES REDUCED (35%)

Note: Active device count decreases ~15 devices/year as two-device users are consolidated to one laptop + docking station.