



Title:	Computer Installation Location
Effective Date:	09/30/2016
Last Revision Date:	N/A
Office:	Information Technology (IT)

Information Technology Computer Installation Location Policy

PURPOSE

Northshore Technical Community College's computer hardware, printers, network switches, and other pieces of hardware are expensive to purchase and would cause significant loss in the event of rising water events or events that cause water to pool on floor surfaces.

SCOPE

This policy applies to full-time employees, part-time employees, independent contractors, interns, consultants, suppliers, clients, and other third parties.

POLICY

All Northshore Technical Community College computer, printers, network switches, etc. must be located at least 12 inches above the floor on a solid surface such as a desk or metal riser/stand. Exceptions may be made by IT staff based on space availability or other special requirements.

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
	NTCC Chancellor/Appointing Authority	09/30/2016	09/30/2016
	College Leadership Committee	09/30/2016	09/30/2016
	Student Affairs Committee	09/30/2016	09/30/2016
	Information Technology Director	09/30/2016	09/30/2016

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