

Assigned Equipment

Outlines what equipment each employee can expect when employed with George & Bell Consulting and how equipment is handled through its lifecycle.

- [Equipment for Home](#)
- [Office-Based Equipment](#)
- [Hardware Replacement](#)

Equipment for Home

Every employee of George & Bell, upon employment is provided with a predefined set of equipment for use when working from home. Below outlines what equipment each employee's is entitled.

Fully Remote Employees

For employees who work 100% remotely and rarely come into one of George & Bell's offices.

- 1x Laptop
- 2x 24" Monitors
- 1x Docking Station
- 1x Keyboard/Mouse
- 1x Power Bar

Hybrid Employees

For employees who work both from home and out of an office on a defined schedule, two options are available. Employees may only select one option.

- 1x Laptop
- 2x 24" Monitors
- 1x Docking Station
- 1x Keyboard/Mouse
- 1x Power Bar

or

- 1x Laptop
- 1x 27" Monitor with built-in Docking Station
- 1x Keyboard/Mouse
- 1x Power Bar

Office-Based Equipment

Each desk at George & Bell is provided with a predefined set of equipment for use when working in the office. Below outlines what equipment each desk will be outfitted with.

- 2x 22" or 24" Monitors (1080p resolution)
- 1x Docking Station
- 1x Keyboard/Mouse
- 1x Power Bar or UPS

It is asked that employees do not remove or move equipment between desks as all desk equipment is tracked. If you find that a piece of equipment is damaged, please contact IT Support and let them know.

Hardware Replacement

IT-based equipment at George & Bell Consulting is replaced per the schedule below or when deemed necessary by the IT department. Early replacement is allowed if the hardware is defective or damaged and approval has been given both by the partners and the IT department. Valid reasons for early replacement include:

- Flickering or heavily scratched screen.
- Worn out or defective keyboard/mouse.
- Incompatible docking station due to laptop change.
- Power bar which has been damaged or no longer provides surge protection.

Hardware	Replacement Cycle
Laptop	5 Years
Monitor	10 Years
Docking Station	As needed
Keyboard/Mouse	As needed
Power Bar	As needed

Requesting Hardware Replacement

If you have equipment that requires replacement, please reach out to [IT Support](#) outlining what equipment needs replacement and what issues you're experiencing with this equipment. Replacement are provided upon approval from the IT department and the partners.