

**Commonwealth Office of Technology
 Data Center Equipment Installation/Removal Request Form INSTRUCTIONS**

Each Device (server, etc.) associated with this request will need to be listed on separate COT-F059. 1 Device 1 form.

CIO-059 mandates a Project Start-Up meeting is conducted with ISB prior to creating infrastructure task. ISB will assist with form at that time.

Request is for:	Project/Change Ticket:	List the name of project or existing Change Ticket number with which this request is associated
	Requested Activity:	<p>Select one action from the dropdown:</p> <ul style="list-style-type: none"> • Install Equipment • Install Network Cable • Install Storage Cable • Electric Request • Remove Equipment • Remove Network Cable • Remove Storage Cable <p>Then complete the specified form sections:</p> <ul style="list-style-type: none"> • Sections 1 through 5 • Sections 1 and 4 • Sections 1 and 5 • Sections 1 and 3 • Section 1 • Section 1 • Section 1
Requestor:	Name: Telephone: Email:	Name of the person making this request – this will be the person COT will contact. Telephone number of the person making this request Email address of the person making this request
Schedule:	Date you need request complete?	List the date this request is needed to be complete
Billing:	Agency/COT Branch: Emars: Accounting Code: Object Code:	Name of the Agency or COT Branch making this request Emars code to be used for billing purposes Accounting code to be used for billing purposes Object code to be used for billing purposes

Section 1 – Location:

Device Name:	List the name of the piece of equipment. This will be used to make the label for front of equipment.
Location:	Where is this request to take place? Select one of the following: <ul style="list-style-type: none"> • CDC for Commonwealth Data Center • ADC for the Alternate Data Center
Grid/Rack:	List the floor grid location or rack number if there is specific location equipment needs to be placed.
RU:	If this request is for equipment that needs to be placed in a specific rack unit, list the rack unit.
Reason:	Reason for requiring this location? Select one of the following: <ul style="list-style-type: none"> • Set by ISB • Proprietary Cable Restriction • Maintain Platform Continuity
Comments:	Use this section to provide any additional information about location.

Section 2 – Equipment Size and Cooling:

Device Type:	List the device type associated with this request.
Size:	<p>Select one of the following from the dropdown list:</p> <ul style="list-style-type: none"> • 1U – 1.75 inch • 2U – 3.5 inch • 3U – 5.25 • 4U – 7 inch • 5U – 8.75 inch • 6U – 10.5 inch • 7U – 12.25 inch • 8U – 13.5 inch • 9U – 14.75 inch • 10U – 16.5 inch • More than 10U or other <p>Note: if “More than 10U” is selected COT will contact you for more information.</p>
Weight (lbs):	List the weight that the equipment will be once installed in the rack.
BTU Output:	List the manufactures rated BTU output of the equipment.
Will equipment operate in 61-72° with 40-58% humidity?	Select: • Yes • No • Unknown
Will this equipment have proper air venting and service clearances in the COT standard racks with cold air venting from front to rear?	Select: • Yes • No • Unknown
Comments:	Use this section if there is information that doesn't fit the standard size and cooling questions.

Section 3 – Electric:

Manufacturer's preferred voltage:	Select one of the following from the dropdown listing: <ul style="list-style-type: none"> • 120V • 208V Single Phase • 208V 3 Phase • Other (define in comments) • 120V or 208V (select this if dual sensing power supply)
# of Power Supplies Installed:	List the number of power supplies in the equipment that will need to have electric supplied.
Manufacturer's rated electric draw:	List the specific number being reported, then select if AMPS or WATTS.
Equipment power cord plug type:	Select one of the following from the dropdown listing: <ul style="list-style-type: none"> • 120V-5-15 • 208V C-13 • 208V C-19 • Other (define in comments)
Power cord length:	List how many feet the power cords are that will be supplied.
Comments:	Use this section if there is information that doesn't fit the standard electric questions.

Section 4 – Network Cable

Network Connection Required:	Is a Network Connection required for this equipment? Select one of the following: <ul style="list-style-type: none"> • Yes -1G Copper • Yes-10G fiber • Other-Define in comments
Equipment side connector:	Select one of the following from the dropdown listing: <ul style="list-style-type: none"> • 8P8C-"RJ45" • LC • Other (define in comments)
Network switch side connector:	Select one of the following from the dropdown listing: <ul style="list-style-type: none"> • 8P8C-"RJ45" • LC • Other (define in comments)
1st Switch:	List the 1 st switch this will need to connect to that was provided by Core Network Ops.
1st Switch Port:	List the 1 st switch port this will need to connect to that was provided by Core Network Ops.
1st Device NIC:	List the 1 st network interface card that will be connected to the 1 st switch port.
Test Result:	Test Results will be entered by ISB.
2nd & 3rd:	REPEAT for 2 nd & 3 rd Switch, Switch Port, and Device NIC
Comments:	Use this section to describe any network concerns not covered by standard network questions.
If more network connections are needed continue on page 2 with the 4th -12th Network Cable section. Test Results will be entered by ISB.	

Section 5 – Storage Cable

Storage connection required:	Select one of the following from the dropdown listing: <ul style="list-style-type: none"> • Yes 8G Fiber Channel • Yes-16G fiber channel
Equipment side connector:	Select one of the following from the dropdown listing: <ul style="list-style-type: none"> • LC • Other (define in comments)
SAN Director Side Connector:	Select one of the following from the dropdown listing: <ul style="list-style-type: none"> • LC • Other (define in comments)
1st Director	List the 1 st storage director assigned and provided by Enterprise Unix & Storage.
1st Blade:	List the 1 st storage director blade assigned and provided by Enterprise Unix & Storage.
1st Port:	List the 1 st storage director port off the first blade assigned and provided by Enterprise Unix & Storage.
1st Device HBA Port:	List the equipment 1 st HBA port.
2nd & 3rd:	REPEAT for 2 nd & 3 rd Director, Blade, Port and Device HBA
Comments:	Use this section to describe any storage concerns not covered in standard questions.
If more SAN connections are needed continue on page 2 with the 3rd - 12th Storage Cable section. ISB will enter the info into the ISB USE ONLY section	