

Purpose of Document

To maintain the integrity of DoIT managed data facilities (Simms Data Center, Jerry Apodoca Education Building Data Center and Tiwa Building Data Center) the following requirements for power, rack space, and cable management must be followed.

General Requirements

The general requirements below will apply to all equipment housed within DoIT managed data facilities:

- All facilities must be free of all debris and obstacles such as furniture, tools, boxes etc.;
- No Food or Drink is allowed within DoIT's managed facilities;
- Only DoIT staff shall access the sub-floor or remove floor tiles;
- Storage or unpacking of any equipment shall be done in the designated staging area;
- Agencies may use the staging area for no longer than 120 hours (5 days);
- A 36" clearance must be maintained around all electrical equipment;
- If any office equipment, i.e. desks, chairs, ladders, etc., has been borrowed from DoIT, the equipment must be returned to either the person it was borrowed from or returned to the designated area;
- Any devices, cables (network or power) that are not in use must be removed from the facilities;
- Remote access will be given to authorized contractors to avoid configuring devices within DoIT's managed facilities. Desk space and connectivity will be provided in the designated Contractor's area, if necessary.
- Upon completion of an installation or removal, DoIT will perform a walk through with the agency, contractor or internal partner and provide final acceptance;
- The DoIT Physical Security team will authorize physical access to the managed data facilities. The DoIT Physical Security Policy can be viewed at: http://www.doit.state.nm.us/docs/securityoffice/physical_access_policy.pdf .The Security Access Application can be downloaded at: http://www.doit.state.nm.us/docs/securityoffice/forms/security_access_application.doc .

Requests for co-location services

Requests for co-location service can be initiated through the DoIT Service Desk Manager system or by contacting a DoIT Account Manager.

Please allow sufficient time for planning and provisioning of services which will be dependent upon agency requirements and infrastructure availability.

Receipt of Incoming Shipments

Equipment purchased by an agency and shipped to a designated DoIT managed data facility are verified and inspected for damage by procuring agency. DoIT will be

responsible only for receiving the equipment; therefore, agencies should coordinate delivery of any equipment with DoIT.

Recording Equipment

As part of the co-location services, DoIT will record agency's equipment type, serial number and track the equipment by row, rack and unit location as the equipment is installed or when equipment is removed.

Before equipment is installed into DoIT's managed data facilities, DoIT will attach a barcode tag to the equipment for auditing and recording purposes. DoIT Security will scan and log all equipment removed.

Power

DoIT requires at least a ten (10) business day notice before installation or removal of any equipment requiring standard power configuration. A thirty (30) business day notice will be required before installation or removal of any special power configuration of equipment.

To prevent circuit overload and to provide adequate power configuration, **DoIT will need to know specific information regarding the agency's equipment requirements. DoIT requires the following standard: 6.5KW Maximum load per rack. Additional service charges** may be incurred by the agency if other than standard power is required. The standards are: 110V/120V or 208V/220V 30 amp circuits.

In order to create power redundancy and not exceed circuit load, the electrical load will be alternated and balanced between the two power strips. Example: 30 amp circuits should only have 12 amps per side to keep proper redundancy.

Agencies will need to provide the Facilities Bureau with the following information for each piece of equipment:

- power consumption
- power connection (plug type)

Rack Space

DoIT requires at least a ten (10) business day notice before installation or removal of agency owned rack equipment. A thirty (30) business day notice will be required before installation or removal of agency equipment mounted within DoIT owned rack equipment.

- Agencies will determine the number of Standard 19" racks that will be needed for current and future use, 42U is a full rack or one 'U' is 1.75". This will result in the agency's placement within the Data Center. It is recommended that agencies equipment stay within the same general area.

- Unused rack openings shall have blanking panels installed to reduce bypass airflow through open spaces in racks and cabinets.
- Panels shall seal properly between rack units to prevent bypass air.
- Any device that is powered by single source may see downtime during scheduled maintenance.

Cable Management

DoIT will be responsible for terminating all connections to the core network with at least a five (5) business days notice. Additionally, DoIT requires at least a five (5) business day notice before installation or removal of any equipment that requires a connection or disconnection to the core network. All requests will be submitted via DoIT's work order system. Below is the list of the cabling requirements.

Cabling

- Agencies are responsible for providing their own cable and adhering to the proper cabling requirements;
- Proper cable lengths are required for each installation or cable run, e.g. no excess coiled cable. If agencies do not have the proper cable lengths DoIT-NSB will provide if available;
- All cables must be neatly contained within the rack that the equipment resides in and not extend into the aisle or on top of the rack or cable management tray;
- All cables must be bound together and routed along the sides of the rack to allow for efficient airflow, ease of equipment removal and troubleshooting. If needed, DoIT-NSB will provide velcro, ties, etc.;
- All cables external to the rack must be neatly bound to the entry of the cable management tray. Once in the cable management tray, cable must integrate within the existing cable run neatly exiting the tray to the next rack, patch panel, etc. If at the time of installation a cable management tray or fiber channels are not available, neatly integrate the new cables into the existing cable bundle separating fiber from copper into the wire basket.
- All cables must be labeled on both ends with the label reflecting the device it's plugged into.
- Power cables will be run separately from the network cables in the manner previously addressed and labeled on each end. If devices have multiple power supplies label A, B, etc. left to right accordingly.
- All devices must be labeled on the front and the back.

Existing Equipment

DoIT-NSB will require agencies, contractors or internal partners to clean up cabling to provide efficiency of device operation, assist in troubleshooting, and provide overall look of professionalism in all DoIT managed data facilities. DoIT will be reviewing cable management within the facilities and will notify agencies if they need to clean up their

cable. The cleanup will need to occur within a given timeframe. DoIT understands and will take into consideration for those agencies with high peak production periods.

Contractors

- Remote access will be given to authorized contractors to avoid configuring devices within the Data Center. Desk space and connectivity will be provided in the designated Contractor's area, if necessary.
- Rack(s) must be covered if the work will result in any type of dust or debris. DoIT will provide a HEPA vacuum to assist with clean-up.

For additional assistance with any of the items mentioned in this document please contact the assigned DoIT Account Manager. Additional contact information:

- Cable Management – David Wahler – 827-0060 or 827-2120 or DoIT-NSB@state.nm.us
- Power and Rack Space – Vin Kelley – 827-0532 or Annette Curley – 476-1852