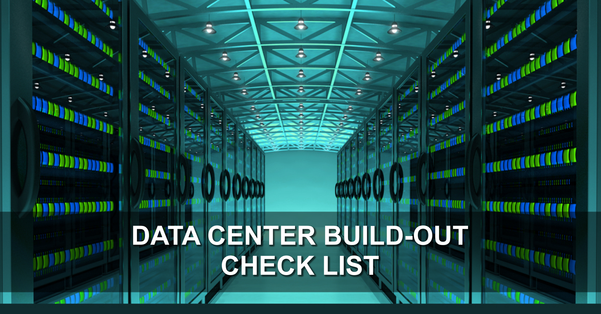

DATA CENTER BUILD-OUT CHECK LIST

Data centers must deliver high availability of all their systems to be successful. This checklist outlines the process to set up and install cabling for a data center correctly.

☐ SCOPE OF WORK (SOW):

- General Scope of Work and overview of the entire project
- Include a description of the services required to complete the build
- Details included for each piece of equipment
  - Staging requirements
  - Labeling requirements
  - Power up and burn-in requirements
  - Module installation requirements
  - Cabling requirements for each port
  - Cable labeling requirements
  - Logical requirements
  - Packing requirements
  - Shipping requirements
- Additional instructions for the various build and engineering teams.

☐ LEVEL OF EFFORT (LOE):

- Determine Level of Effort required to complete the build
- Determine the window of time you have to build on-site
- Determine how many technicians and engineers you will need for the duration of the project
  - Each task will need an estimated time associated
  - PMs and Project Engineers will include time required to design and manage the project
    - Receiving, Inventory and asset management
    - Pre-installation activities such as smoke test or
    - Staging, Rack and stack
    - Cabling and Labeling
    - Logical configuration
  - A total estimate will be calculated for sales

☐ BILL OF MATERIALS (BOM):

- Have a detailed Bill of Materials and identify lead times so orders are placed in time to minimize any risk of missing or late equipment.
  - Racks and Cabinets and associated hardware
  - Network, Systems and Storage Equipment
  - Power and Network Cables
  - Other non-serialized hardware

☐ DATA CENTER LOCATION:

- Select a Data Center location based upon:
  - Location in relation to users, service providers, historic record of natural disasters and risks of other human events
  - Power reliability, availability and redundancy
  - Security, both physical and logical
  - Space for current build and future growth

☐ RACK ELEVATIONS:

- Determine elevation early so the cable BOM will be accurate and the installation team will know how the equipment will be mounted.
  - Excel front and rear
  - Visio front and rear

☐ CABLE MATRIX:

- Excel format is recommended for ease of use and making changes
- Cable labeling requirements
- Wiring diagrams

☐ LOGICAL CONFIGURATION:

- OS or Firmware upgrade/downgrade
- Configurations and Logs
- BIOS Settings
- RAID Configuration
- Management IP
- Automation QA output

☐ PRODUCT INFORMATION:

- Product specifications
- Product or materials special handling instructions
- Submittals used to sell products to customer

☐ PROOF OF CONCEPT/FIRST ARTICLE BUILD (POC/FAB):

- New rack builds will require a POC/FAB for best design
- This may take several extra days to determine final design
- For custom length cabled racks a fully built rack can help determine cable lengths without unneeded extra slack
- This is also essential for testing network architecture, configurations or compatibility prior to deployment
- POC is not required for rack builds that have a proven design

☐ PROJECT PLAN:

- The onsite date required by the customer will dictate the shipping and deployment dates
- The LOE will determine the project plan working backwards from the completion date with extra time to mitigate risk of missing deadlines.
- The BOM and equipment will need to be ready and in the loading dock, storage area or pre-stage area prior to the first day of the build.
- Any delays in equipment or information may delay the project plan milestones or completion date.

☐ WORKBOOK:

- Workbooks are developed as a comprehensive as-built document for every rack build
- These tabs/sheets are standard for rack build project workbooks
  - Project Title and Project Team
  - Revision Control
  - Task Checklist
  - Customer Data (provided by customer)
  - Rack Design
  - Rack Elevation
  - Cable Matrix
  - QA/QC Checks
  - BOM/Ship Sheet

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