

## Data Center Physical Standards Rules and Checklist

<i>Category/Requirement</i>		<i>Check if Met</i>
<i>General</i>		
	Clean tacky mats are located inside each data center entrance.	
	Floors are professionally cleaned a minimum of once per year.	
	Cabinets are professionally cleaned a minimum of once per year.	
	Floors and cabinets are free of debris (i.e. cable trimmings, cables, paper, media, spare hardware etc.).	
	All rooms are free of cardboard and packing material.	
	Dampers are used in floor tiles to cover cable cut outs and all other penetrations.	
	Telephones are located at every Data Center door.	
	All buttons and switches are clearly labeled to ensure understanding of functionality.	
<i>Power and Cooling</i>		
	All Emergency Power Off (EPO) buttons and switches have a plastic cover that is clearly labeled.	
	All other buttons and switches are clearly labeled to ensure understanding of functionality.	
	Layouts for hot aisles and cold aisles are followed.	
	Proper preventive maintenance is followed for cooling and power, per vendor specifications.	
	Building automation system is in place and is monitored for power and cooling.	
	Data Center PDU loading is limited to 40% to ensure loss of one won't overload other PDUs.	
	All circuits (electrical or non-electrical i.e. coax, bus & tag, fiber optic, etc.) are dedicated home runs with no splices or intermediate plugs or connections.	
	No instances of internally connected power between adjacent racks or cabinets are allowed.	
	All power strips provide a dedicated home run back to its own source of power.	
	Power strips are not daisy chained (one power strip cord plugged into a receptacle of another power strip) to provide additional outlet receptacles.	
<i>Staging Area</i>		
	All equipment received on the loading dock is unpacked in the equipment staging area located outside of the data center.	
	All large equipment is stored in storage areas for two weeks or less. Any exceptions are approved by DC&O management.	
	All onsite spare equipment and parts are stored in the storage area or in an offsite climate controlled environment.	
	All onsite spare equipment and parts are inventoried and documented as to the specific location (repository) of storage.	
<i>Cabinets</i>		
	All rack and cabinets are clearly labeled per the cabinet and rack section of the Labeling Cables Standard Operating Procedure (SOP).	

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	All powered off equipment is removed from the rack and cabinet within decommissioning timelines per the agency Service Level Agreement (SLA). No decommissioned equipment should reside in racks and cabinets beyond the SLA. If there is no SLA in place, decommissioned equipment must be removed from the white space within 30 days.	
	Empty decommissioned racks and cabinets will be removed from the Data Center unless needed for future capacity and clearly labeled.	
	Front and back doors on all cabinets are not blocked and are closed.	
	All servers and hardware within the cabinet are labeled on both the front and back and include the hostname.	
	All servers and hardware are included in the inventory list and Data Center Inventory Management system (DCIM).	
	Physical inventories are reconciled with the inventory list and DCIMs monthly at main datacenter sites or as defined by DC&O management.	
	Cable management within the racks and cabinets is utilized at all times.	
	Cables do not obstruct airflow.	
	Empty U spaces must be filled with approved blanking panels.	
<i>Cabling and Infrastructure</i>		
	Please refer to the Structured Cabling System Standards and Specifications for State-Managed Facilities document located at <a href="https://dti.delaware.gov/information/standards-policies.shtml">https://dti.delaware.gov/information/standards-policies.shtml</a> under Network > Cabling and Wiring.	
	All projects requiring infrastructure work may be inspected after completion by DC&O management.	