



DCS INSTALLATION CHECKLIST FORM

VERSION 3.1

Emirates Telecommunications Group Company PJSC

Data Center Infrastructure

Public Document

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Document Information and Revision History

File Name	Data Center Installation Checklist Form
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Version Control

Version	Date	Author(s)	Revision Notes
3.0	24/05/2015	DCS-AAN	Plan & First Draft, Use ISO27001 format
3.0	24/04/2019	Salem Nassir	No changes in the document
3.1	23/03/2021	Mohamed Yaseen	Point No 4 Added in Checklist as per BCM Audit Observation

Document Approval

Name	Designation
Salah Al Sadqi	Sr. Director / Data Center Infrastructure
Salma Al Naemi	SM / Data Center Colo- Support

Distribution List

#	Name / Team
1	DCI Team
2	Customers

Note: This is a Public document, however it will be considered/ handled as confidential document after filling it with customer information.

A. General Information

Company/ Department Name				DC Name:
Date & Time of Installation				
Details of person performing Installation	Name			
	Mobile			
Purpose of visit	<input type="checkbox"/> First time Installation	<input type="checkbox"/> Adding Device	<input type="checkbox"/> Removing Device	Reference# ()
Location	<input type="checkbox"/> eHosting Area	<input type="checkbox"/> Co-Space Area	<input type="checkbox"/> Cage	<input type="checkbox"/> Enclosure <input type="checkbox"/> Etisalat Area
Cage/Rack Details	Enclosure/Cage : ()		Rack : ()	

<p>Installation Rules</p>	<ul style="list-style-type: none"> ● <u>All installation should be as per Data Center Rules and Regulations. To get copy of the Rules and Regulation please visit (http://managedservices.etisalat.ae)</u> ● Pre-approval must be obtain to delivery or install any devices by Data Center team before site visit. ● All installation should follow current data center design. ● Please Contact Data Center Support for any modification required. ● Additional PDU should not be used unless agreed with Data Center Support team. ● You are not allowed to make any changes on the power feed under the raise floor. If there is any changes has to be done, the concern team will do it as per your request and if there is any queries that you want to share, our Data Center staff/team will be there to assist and help you all the time. ● You are not allowed to open raised-floor tile without approve and attendance of DC staff. ● You have to remove all materials before leaving the Data Center. ● You have to install a separate rack tray for the devices that cannot be mounted inside the cabinet.
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C. Installation Check List:

#	Item Description	Yes/No NA	Remarks
1	Equipment installed in line with Hot/Cold Aisle, IF no then re-install		
2	Equipment installed on shelves, IF yes write Type of equipment		
3	Power Outlets and cables provided as per the request		Requested: (), Used: () Free: ()
4	Power Cable / Plugs Used as per Data Center Standard		
5	Not authorized or non-standard PDU used, If Yes then arrange to change		
6	Redundant power plugs/cables used and cables arranged properly using cable manager		
7	Power Infrastructure full Details (PDU, EOS, SMDB, UPS) recorded		
8	Network Ports and cables provided as per the request		Requested: (), Used: () Free: ()
9	Redundant network ports/cables used and cables arranged properly using cable manager		
10	Network Port full Details (RPP, CPP, Switch port) recorded		
11	Rack, equipment's and cables are labeled, IF no then Label immediately		
12	Blanking Panels, Cool Boots, Earthling installed, If no then arrange		
13	Extra Cables or Materials kept inside the rack, IF yes then remove		
14	Cables, Materials, empty boxes kept on the floor or under the raised floor, If yes then remove		
15	Cabinet / Cage / Enclosure keys or Cards Returned		

Observations:

Customer/Staff Name:		Signature /Date	
DCS Supervisor Name:			
Onsite-Security Guard Name:			