USC VITERBI SCHOOL OF ENGINEERING

Viterbi IT Server Colocation Service
APPLICATION FORM

To have your system considered for placement in the VSoE Colocation facility, please complete this application as well as you can and forward the completed application to your Project Leader for review, approval, and forwarding via email to colo-mgmt@vsoe.usc.edu. Viterbi IT representative will contact you in 2 business days. If your request is accepted, there is no charge for Viterbi IT Colocation Service. However, you must pay for installation of Ethernet ports for connection to the USC network and power circuits.

Project Leader Information

A person who has the ultimate responsibility for the server to be colocated. Project leader may designate one or more project focal points to liaise with VIT and to perform server maintenance.

Full Name:	
Department:	
Phone:	**Email:**

Project Focal Point(s) Information

The project focal point is responsible for communication and coordination within their project group, including ensuring the project's system is up to date with software revisions, security patches, antivirus and firewall settings, coordinating maintenance, performing backups, etc. The project focal point is also responsible to communicate with VIT.

	Full Name	Email
Primary Focal Point		
Focal Point #2		
Focal Point #3		

Access Requirements

Are there any special requirements such as ITAR/EC or other limitations for physical or network access to this system?	☐ **No** *(default)* ☐ **Yes**
Will anyone else require?	☐ **No** *(default)* ☐ **Yes. Brief explanation below:** _____
What kind of physical access is required?	☐ **Business hours: M-F 8:30am – 5:00pm** *(default)* ☐ **Extended 7x24 access with justification below:** _____

Research Information

What is the name of the contract or funded research project that this server is supporting?	
When does the contract or funded research project end?	

System Description

Please provide a description of the server and any peripherals to be placed with it. Include manufacturer, model, USC property tag#, size in U, power requirements in watts, estimated thermal/cooling load in BTUs, for all CPU boxes and peripherals including RAID, tape, and other equipment.	

What kind of network access is needed?	**USC network**
	  ☐ **10Mbps RJ45** ☐ **100Mbps RJ45** ☐ **1000Mbps RJ45**
	
	Viterbi private network (available in PHE 108C only)
	  ☐ **10Mbps RJ45** ☐ **100Mbps RJ45**

Acceptance of Terms

By submitting this application, the Project Leader and designated focal point(s) agree that:
  a) **they are responsible for UPS backup power, all systems management, monitoring, and hardware and software maintenance of the servers in the VIT colocation space,**
  b) **they have read all information associated with VIT Colocation Services, and**
  c) **they understand, agree with, and will comply with all terms and requirements listed, as well as any terms or directions that may be subsequently issued.**

Project Leader Signature:	
Project Leader Name:	
Date:	

For Viterbi IT Use Only

Date Received:		Received by:	
Note:			