(Please submit to Patrick Stewart, Director of IT Infrastructure Services, C-1631, Mail-Stop 10020)

The purpose of this form is to gather information required for a new server build. Please complete all fields. If you need assistance filling in the form please contact Infrastructure Services in the Information Technology department.

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| **Requesters Information** |
| Name:  | Date:  |
| Department:  | Title: |
| Building/Room: | Phone:  | Service Desk Request #:  |
| Email Address: |
| Manager/Supervisor: | Supervisors Phone: |

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| **Server Purpose** |
| Type of server (check all that apply): [ ]  Application Server [ ]  Database Server [ ]  File Share Server [ ]  Print Server [ ]  Web Server [ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Environment (check only one): [ ] Production [ ] Development [ ] Disaster Recovery (DR) |
| Will this server house Personally Identifiable Information (PII): [ ] No [ ] Yes  |
| Application Administrator (individual or department responsible for maintaining the application software):Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Will remote desktop or SSH access be required: [ ] No [ ] Yes, List the IP of users system: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **System Requirements** |
|  Check one: [ ] Virtual Machine [ ] Physical Server |
| Nbr of CPU’s: \_\_\_\_\_\_\_\_\_\_\_\_Processor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Memory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Storage requirements for application/data:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Application Software:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Will backups be required: [ ] No [ ] YesNote: Standard backup policy – Full backups are ran once a week and retained for 1 month. Cumulative incrementals are ran daily and retained for 2 weeks.  |

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| **Authorization** |
| All requests for servers must be approved by the appropriate Dean or Department Head. By signing below the department head certifies the server is required |
| Print Name: | Date: |
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| **Infrastructure Service Authorization** |
| All requests for servers must be coordinated with and signed by the Director of Infrastructure Service.  |
| Print Name: | Date: |
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| **To be completed by Infrastructure Services System Administrator** |
| Hostname: | Service Tag/Serial Nbr: | LU Tag Nbr: |
| Operating System Version: | Patch level: |
| **Networking Information** |
| Private IP: | VLAN: |
| Public IP: | DRAC IP: |
| Installed and configured:[ ] Netbackup Client software[ ] Nagios Client software[ ] OMSA configured |
| Printed Name: | Date: |
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