(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 Yes  Note: 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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