C.S. Server Room ECEE 2B80 Usage Policy  
2011-10-18

# Purpose of server room

To facilitate in short-term research projects at the University of Colorado. Due to limited space and resources the room is limited to research projects sponsored by faculty for faculty or graduate student research. The nature of the server room use should be expected for short-term research projects that will be reevaluated on a per semester basis along with all other proposed projects. This means that after one semester your project may be preempted by other projects and thus require the timely removal of all your installed equipment from the room.

# Project Application

Submit a 300 word maximum abstract on the research purpose of your project along with how it will benefit the university and community. This application should be submitted to the head of the C.S. research department no later than 2 months before the start of the proposed semester for use. In addition to the 300 word abstract also include details of how you will meet project equipment requirements as mentioned below (how much power, network bandwidth, etc your project will use).

# Project Equipment Requirements

## Equipment

* You provide installation and removal of all of your equipment
  + An elevator is available near the loading dock
* At your project’s end date (as set by the C.S. head) all equipment is removed
* You provide your own rack
* **NO** equipment may be on the floor
  + Any equipment found so may be immediately discarded at the project owner’s expense
* You may not place equipment under the floor
  + Except power related cables
* Only ONE person (main contact) for your project is authorized to have keys/access to the server room
  + Access services will issue any needed keys
  + BuffOne card key access is used for the room
  + Equipment relocation purposes may temporarily allow others in for the strict purpose of moving equipment, but they must be supervised by the main contact person for the project at all times
* You will not disconnect any cables to any other racks that are not your projects
  + If a cable needs relocated contact the C.S. head for coordination with others
* Your rack must have a clear label that provides the following:
  + Name of single main contact responsible for project
  + E-mail address
  + Phone number
* You will not leave the door to the server room (2B80) nor any access doors (2B75, etc.) propped open
* Sharing of a rack is permitted
  + You must subdivide the normal resources
  + Power allocation must not be exceeded or require extra plugs
  + You may not run extra network cables to the OIT room switch
  + The main contact for the project/rack is still the only one allowed access and is responsible for all equipment/projects on that rack
  + No additional IPs besides those for the 1 rack are allowed

## Power

* You provide your own, properly rated, rack power cable
  + L530A for 30 amp circuits
  + L520A for 20 amp circuits
* You do not exceed your rack’s power allocation
  + Server room can handle 56mw maximum for all racks
  + 1 rack should only use two L5 plugs unless otherwise approved from C.S. head
* Your rack must be properly grounded
  + Each rack space has a green grounding cable in the floor
* No tools or other equipment shall be left on the floor
  + The tile puller tool is the exception, but it should be left to the side so nobody trips on it
* The tile puller is to never be removed from the room or borrowed
* No tiles are permitted to be left open
* You will not tamper with the electrical PDU box or rewire any of the electrical wiring
* If your rack causes an electrical circuit to trip, you reset the breaker, and it trips again you may not continue to reset it
  + You must contact either the C.S. head if you need more power or if you suspect the electrical is faulty contact facility services
* You must not reset the circuit breaker of others
  + Each floor plug is labeled along with the PDU
  + If you do accidentally do this notify the C.S. head so they can notify others
* You should turn the light off if you are the last one out

## Network

* You provide your own network cable
  + 50 feet maximum needed to reach from room OIT switch to rack
* You may only run 2 network cables from 1 rack to the OIT switch
  + The switch is gigabit with PoE
* You must use your designated rack’s OIT switch ports
* You must use your designated rack’s OIT network IP addresses
* You provide your own rack network switch
* You acknowledge that no network security guarantees are made
  + By default public IPs are not firewalled
  + By default private IPs (campus only) are not firewalled from any other on-campus systems
* You are responsible for your own firewall/vpn
  + You may also contact OIT to request them to provide you with firewall rules for your IP allocation for your rack
* DHCP shall only broadcast on your private VLAN
  + Never do so on the public IP VLAN
  + OIT can assist in configuration of this for you instead of having to provide your own DHCP server
* You shall not exceed your IP allocation
  + 2 public IPs / rack
  + See diagram in room for private IPs
  + With special permission of C.S. head you may be allocated a 3rd public IP, but these are limited and may not be available
* You will not reset or attempt to reconfigure the OIT network router for the server room
  + Contact OIT if you need assistance with networking or an issue has arisen
  + Any IP re-allocations must be approved by the C.S. head
* You should not consume excessive bandwidth on the OIT network
  + The fiber connection provides 1 gigabit / second for the entire room
* All networking or other cables must be run along the top ceiling wire cage
* No cables may cross over to other racks in between the isles
  + Any cables found as such will be immediately removed without warning