

# Tenant Guide for DCAS-Managed Buildings

<b>Guideline:</b>	Tenant IT Server Rooms
<b>Objective:</b>	This guideline establishes DCAS standards regarding: (1) responsibilities pertaining to the provision and maintenance of supplemental cooling to support tenant-managed IT server rooms, and (2) DCAS access to secured tenant-managed IT server rooms.
<b>Intent:</b>	General maintenance and upkeep of server rooms is the responsibility of the tenant.

## Responsibility Matrix

DCAS	Tenant/Agency
<p><b>1. Electrical Service</b> <i>DCAS is responsible for provision of normal electrical service.</i></p> <p><b>2. Drainage</b> <i>DCAS will supply piping for condensate drainage, where applicable. The tenant is responsible to ensure all drains attached to the unit remain free of any obstruction.</i></p> <p><b>3. Condenser water (where applicable)</b> <i>DCAS is responsible for supplying condenser water if the units are water cooled. For new installations please ensure condenser water is available at the facility all year round.</i></p> <p><b>4. Chilled water (where applicable)</b> <i>DCAS is responsible for supplying chilled water for existing units. New installations will require approval before installation.</i></p> <p><small>*Please note, during electrical shutdowns, DCAS is not responsible to provide emergency power. However, DCAS may provide emergency power on a case-by-case basis.</small></p>	<p><b>1. Providing Access to Server Rooms</b> Tenant/Agency is responsible for providing designated DCAS building engineer(s) access to server space to address potential emergencies that may occur after regular business hours (i.e., a leaking cooling unit).</p> <p><b>2. Procurement of Maintenance Contract</b> Tenant/Agency is responsible for procuring a maintenance contract including but not limited to the following:</p> <ul style="list-style-type: none"> <li>- Quarterly maintenance</li> <li>- 24/7 emergency response</li> <li>- Minor repairs</li> <li>- Major component replacements</li> </ul>

### Tips & Trade:

- Existing City-wide contracts for HVAC maintenance may be identified on PASSport.

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