



Weill Cornell Medical College  
Information Technologies and Services

# Data Center Intake Form

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The Intake Form is the primary step in bringing new hardware into the Data Center, and should be submitted to ITS Operations soon after the new hardware selection has been finalized. The form is necessary for the Operations team to assess new hardware support and maintenance requirements, determine power and cooling needs, and assist with determining the most efficient placement of new hardware within the Data Center. It is therefore, important the Intake Form is completed as accurately as possible and in advance of commencement of the purchase process.

**Please submit the completed form to:**  
[support@med.cornell.edu](mailto:support@med.cornell.edu)



Weill Cornell Medical College  
Information Technologies and Services

## Weill Cornell Medical College ITS Data Centers

Belfer Research Building  
445 E 69th St  
Third Floor  
New York, NY 10065  
United States

Weill Cornell Medical College  
1300 York Avenue  
LC05  
New York, NY 10065  
United States

WCMC ITS  
575 Lexington Avenue  
Third Floor  
New York, NY 10022  
United States



## Data Center Hardware Intake Form

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**Data Center Location**

**Expected Delivery Date**

**Courier**

**Tracking Information**

**Stakeholder**

**Phone**

**Department/Division**

**eMail**

**ITS Contact**

**Phone**

**Division**

**eMail**

**Project Overview**

Please include any available Specs sheets

**Installation requirements**

**Hardware to be installed by:**

**Item count:**

**Installation notes or instructions**

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**For Administrative Use**

**Installation notes**

**To be installed on:**

**Authorized by**

**Signature**

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## Data Center Hardware Intake Form

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### Hardware Information

Type	Make & Model	S/N Tkt #
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### Environmental Parameters

Form Factor	# of PSU's	Watt (each)	Amp (each)
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### Networking Requirements

Connection Type	Connector Type	Connection Count	iLO Type	iLO Count
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