
rooms are located in state-owned buildings or leased facilities.

The OCIO approval under this policy is required even if the proposed construction is related to an IT project with an approved Feasibility Study Report or Special Project Report, or to construction associated with equipment refresh or replacement.

EXEMPTIONS

Computer room repairs that are required as a result of an emergency will be exempted from needing prior OCIO approval. Emergency repairs, defined below, may be completed with concurrent notification to the OCIO.

PROCEDURES

Agencies will submit a completed "IT Facility/Space Construction Review" form available in Section 18 of the Statewide Information Management Manual (SIMM) located at: http://www.cio.ca.gov/Government/IT_Policy/SIMM.html. Forms should be submitted to the OCIO electronically in searchable open format (e.g. PDF) to ComputerRoom.Review@cio.ca.gov. The authorized approving signature will be the Agency Secretary, the department Director if the department is not part of an Agency, or the official designee. Once the IT Facility/Space Construction Review form review has been completed, the OCIO will notify the submitting agency and the DGS.

For any construction that requires a third-party energy assessment, a copy of the energy assessment is to accompany the submitted IT Facility/Space Construction Review form. For direction regarding energy assessments, departments should call the OCIO prior to completion of the Construction Review form.

For Public Contract Code (PCC) 1102 defined emergencies, e-mail notifications should also be sent to ComputerRoom.Review@cio.ca.gov. The notification should include the department name and organization code, the location of the computer room being repaired, and a brief description of the nature of the emergency.

DEFINITIONS

For this policy, the following definitions apply:

- Agency: any Agency, department, board, commission, office or other organizational entity that is part of the executive branch.
 - Computer room: any space that houses computer operations. Such computer operations could utilize mainframes, servers, or any computer resource functioning as a server.
 - CRUISE: "Customer Requests: Upgraded Information Sharing Environment", the online system used by agencies to request services from the DGS Real Estate Services Division.
 - Expansion: an enlargement of a computer room which increases the floor space for additional servers and/or server racks. An expansion may or may not require an enhancement of the site's electrical, cooling, or heat recovery capacities.
 - Modification: a change to computer room structure and configuration that does not increase the floor space. A modification may or may not include an enhancement of the site's electrical, cooling, or heat recovery capacities.
 - Enhancement: a change that increases the capacity of a computer room physical plant, including electrical, cooling, and heat recovery capacities.
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