

IT POLICY LETTER

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| | NUMBER: ITPL 09-04 |
| SUBJECT: COMPUTER ROOM CONSTRUCTION | DATE ISSUED: APRIL 16, 2009 EXPIRES: Until Rescinded |
| REFERENCES: Government Code 11545, State Administrative Manual, (Sections 4819.2 and 6560), Statewide Information Management Manual Section 18 Public Contract Code 1102 | ISSUING AGENCY: OFFICE OF THE STATE CHIEF INFORMATION OFFICER |

DISTRIBUTION Agency Secretaries Department Directors
 Agency Information Officers Department Chief Information Officers

PURPOSE To further the Legislative intent of the Global Warming Solutions Act (AB 32) and Government Code 11545(b)(3), the purpose of this Policy Letter is to reduce energy consumption by state agencies thereby reducing greenhouse gas emissions and minimize overlap, redundancy and cost in state operations by promoting the efficient and effective use of Information Technology (IT). In addition, the State Administrative Manual (SAM), Section 4819.2, defines "Information Technology Activities" to include "IT facility preparation, operation and maintenance." Specifically, this letter:

- Establishes a policy that requires approval by the Office of the Chief Information Officer (OCIO) prior to the expansion, modification, or new construction of computer room space.
- Defines exemptions to this policy in case of emergencies; and
- Outlines the procedures agencies shall use to initiate the OCIO review process.

POLICY Effective immediately, OCIO approval will be required prior to the:

1. Construction of any new computer room space or site.
2. Expansion of any existing computer room.
3. Modification of any computer room.

Written authorization by the OCIO will be necessary prior to an agency initiating a CRUISE request to DGS, or any other site design activities conducted through another design entity. Further, OCIO approval will be necessary prior to purchasing facility equipment, including, but not limited to, power distribution and cooling equipment. Agencies and departments shall consult with the OCIO on a regular basis as to their data center and computer room requirements. Additionally, the OCIO may require that a third-party energy assessment be conducted prior to electrical, cooling, or heating recovery system enhancements to computer rooms. Effective July 17, 2009, any proposed computer room construction, expansion, or modification must be described and justified within an agency's consolidation plan.

APPLICABILITY This policy applies to all state operated computer rooms, whether the computer

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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