

ACNS/Telecommunications Communications Room Equipment Installation Agreement

Version 3.3 (revision February, 2020)

It is agreed that _____ (Department/College/Unit, hereinafter "Department") may install equipment into the communication room, operated and managed by ACNS/Telecommunications, as described below provided that:

- 1) The equipment is rack mounted specifically where arranged with ACNS/Telecom.

- 2) It is agreed that this is on a "space available" basis. ACNS/Telecommunications reserves the right to reclaim the rack space provided the Department is given a minimum of 30 day notice.

- 3) The equipment and cables to the equipment are installed according to ACNS/Telecommunications' Standards, e.g., cables are routed and supported properly, tied into bundles, dressed properly, of proper color, length and type, etc.

- 4) Equipment will be clearly and neatly labeled on the front with:
 - *Contact name*
 - *Contact phone number*
 - *Contact e-mail address*

(It is recommended that these not be individuals as individuals change, but rather site central support contacts.)

Note: Access to the communication room is provided for separately, see contacts here:

<http://www.telecom.colostate.edu/communications-rooms.aspx>

(over)

Equipment Description:

Building and room#: _____

Number of rack space units needed: _____

Number of power connections: _____

Type of power connections: 110 or 208? _____

Description of equipment/project: _____

Site - Central Support Contact Information:

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Charges:

There is no charge for this service. However, current service fees may apply to address issues with equipment that is not properly cabled, maintained, mounted or kept in accordance with ACNS/Telecommunications Design standards. (Fees and standards listed at telecom.colostate.edu.)

Signatures:

College/Department/Unit Director:

Signature _____ Date _____

Printed Name _____

ACNS/Telecom Manager of Networking and Telecommunications:

Signature _____ Date _____