

Data Centre Service - Request for Equipment Move-in Form

數據中心設備登記表格

Please fill in the form in BLOCK letters. 請用正楷填寫

* Compulsory field 必須填寫

** For HK2 used only

1. Customer Information 客戶資料

*Date 日期: (DD-MMM-YYYY) _____ *Time 時間 _____ AM / PM
 : _____

*FM Company Name 數據中心客戶名稱: _____

*Your Name 姓名: (same as HKID/Passport) _____

*Valid ID 有效證件號碼: (last 4 alphanumeric) X X X X () () () () _____

*Contact no. 聯絡電話: _____

2. Details of Move-in Equipment 搬入設備詳情

*Rack No. _____ Subscribed current 額定電流: _____ (Amp) 安培

*Description 種類	*Model 型號	Serial number 序號	*QTY 數量	Location (U) 位置(U)	Internal Use Only	
					Barcode labeled	Barcode number
1. _____	_____	_____	_____	_____	Yes / No	_____
2. _____	_____	_____	_____	_____	Yes / No	_____
3. _____	_____	_____	_____	_____	Yes / No	_____
4. _____	_____	_____	_____	_____	Yes / No	_____
5. _____	_____	_____	_____	_____	Yes / No	_____
6. _____	_____	_____	_____	_____	Yes / No	_____
7. _____	_____	_____	_____	_____	Yes / No	_____

3. *Move-in reason 搬入理由 (Please tick the appropriate box 請選擇)
 Installation 安裝 Maintenance 保養 Others 其他 : _____

4. **Running current measurement 量度運行電流 (Please tick the appropriate box 請選擇)

*Total running current reading in power bar Amp meter 總運行電流數值 _____ (Amp) 安培

 Below subscribed current 乎合額定電流規定 Over usage of power 超負荷用電

 *Acknowledgement signature 簽名: X

5. Acknowledgement of New Rack/Cage Conditions 數據中心設備確認

 (Please tick the appropriate box 請選擇)

 Rack/Cage ID. 數據中心租用地點 _____

 Power Ready 電力安裝

 Others 其他 : _____

 *Acknowledgement signature 簽名: X

Internal Use Only

	<input type="checkbox"/> Valid ID checked <input type="checkbox"/> Person with Full Access right, move-in granted	<input type="checkbox"/> Person without Full Access right or move-in/out right, reject move-in
Data Centre:	<input type="checkbox"/> HK2 <input type="checkbox"/> HK4 <input type="checkbox"/> HK5	Move-in date/time:
FM-Move in ticket no.:		DCSM Staff: