

When planning and executing a data center relocation the following best practices should be followed to ensure a successful and seamless move. Although no two relocations are the same, most or all of the items below apply when performing an Information Technology equipment move. Clients who follow these guidelines in conjunction with support from HP Relocation Services ensure each requirement is met and your relocation is completed to your satisfaction. We provide this document to you as you prepare to make your equipment move.

PRE MOVE

- 1) Pre-Move Inventory. Inventory even includes applications that reside on servers, application owners, target space in the data center, etc.
- 2) Ensure that the new shared infrastructure is completely tested prior to the move.
- 3) When were the servers last rebooted? If the servers haven't been rebooted in some time, there could be issues with the restart. All servers should have a trial reboot prior to the move.
- 4) How current are the system start-up files? In some cases, changes are made to systems that necessitate changes which have not been incorporated into the start-ups. All files should be validated prior to the move.
- 5) Are all firmware and patches up to date? If a recovery is necessary after the move, it can be greatly enhanced if these are current for the version of all OS'.
- 6) Backups – Either a full back up or a validated incremental backup is key to any restoration needed.
- 7) Has the power in the new facility been completely tested and validated for all equipment needs?
- 8) Cables - there should be new Ethernet and Fiber cables on hand. While used cables can be used, it is likely that there will be some damage. Cables can get brittle over time and when they are removed they can break. New cables ensure all connections will be sound and secure.
- 9) Take the opportunity to adopt virtualization technologies – especially when trying to decommission end of life equipment.
- 10) Ensure that applications profiles are created – i.e. the criticality and tolerance for downtime is evaluated. This will help determine which racks/servers move first.
- 11) Ensure that all HP and OEM maintenance agreements are up to date.
- 12) Open tickets with critical OEM's as a precaution before the move. In case of startup issues, delays will be minimized as the vendor will already be on notice. Also check with critical OEM's as to spare parts availability.
- 13) Ensure application users/owners are on-site or on-call to conduct acceptance testing. Create an acceptance/validation test schedule so respective users can be called at the appropriate time.
- 14) Move servers in pre-determined "move" groups (e.g. groups of interdependent applications).
- 15) Visio diagrams detailing the rack placement within the data center and server placement in the racks are highly recommended, along with cabinet elevations.
- 16) It's always helpful if cable routing, placement and labeling are clearly documented.
- 17) Pre-move walk through will be scheduled at a minimum of one week before move date to help ensure overall readiness.

- 18) Ensure that any compliance standards (such as SOX and HIPPA) are not violated as a result of the migration.
- 19) Create a solid communications plan (e.g. have project leads responsible for each move group and who are required to check in regularly to the war room).
- 20) Minimize personnel in the data center at the time of the move (i.e. security considerations).
- 21) This item is for new installs or server re-rack requirements. Most server racks contain two PDUs and each PDU usually has separate sections or phases. The PDU phases also have a designated number of receptacles. Each server contains (2) power supplies and the individual supplies will be plugged into a separate PDU (in some cases a predetermined section of the PDU). To help ensure the optimum configuration, we'd expect a PDU configuration document or explanation.
- 22) We recommend server rack rails are the snap in type instead of using nuts and bolts (May not apply on older racks and servers).
- 23) Rails that are removed from a cabinet and will be re-used must be labeled "Left and Right" prior to or during the de-install process.
- 24) Pre-move walk through will be scheduled at a minimum of one week before move date to ensure overall readiness.

POST MOVE

- 25) Run test scripts to validate integrity and functionality of application when loaded with ACTUAL data.
- 26) Test availability of data to other interdependent applications.
- 27) Ensure that disaster recovery plans are updated immediately once the target data center is up and running (or even a test is planned in the coming weeks).
- 28) Ensure proper decommission of electrical equipment, batteries, etc., per federal and state laws.