NYC DCAS
Citywide Administrative Services

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Tenant Guide for DCAS-Managed Buildings

Guideline:	Tenant IT Server Rooms
Objective:	This guideline establishes DCAS standards regarding: (1) responsibilities pertaining to the provision and maintenance of supplemental cooling to support tenant-managed IT server rooms, and (2) DCAS access to secured tenant-managed IT server rooms.
Intent:	General maintenance and upkeep of server rooms is the responsibility of the tenant.

Responsibility Matrix

DCAS	Tenant/Agency
1. **Electrical Service** *DCAS is responsible for provision of normal electrical service.* 2. **Drainage** *DCAS will supply piping for condensate drainage, where applicable. The tenant is responsible to ensure all drains attached to the unit remain free of any obstruction.* 3. **Condenser water (where applicable)** *DCAS is responsible for supplying condenser water if the units are water cooled. For new installations please ensure condenser water is available at the facility all year round.* 4. **Chilled water (where applicable)** *DCAS is responsible for supplying chilled water for existing units. New installations will require approval before installation.* **Please note, during electrical shutdowns, DCAS is not responsible to provide emergency power. However, DCAS may provide emergency power on a case-by-case basis.*	1. **Providing Access to Server Rooms** Tenant/Agency is responsible for providing designated DCAS building engineer(s) access to server space to address potential emergencies that may occur after regular business hours (i.e., a leaking cooling unit). 2. **Procurement of Maintenance Contract** Tenant/Agency is responsible for procuring a maintenance contract including but not limited to the following: - Quarterly maintenance - 24/7 emergency response - Minor repairs - Major component replacements

Tips & Trade:

- *Existing City-wide contracts for HVAC maintenance may be identified on PASSport.*

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