



Rack and Stack Check List

	Category	Task	Notes	Date Ready	Date of Deployment
<input type="checkbox"/>	Logistics	Are you Shipping Equipment from One Location or Multiple Locations?			
<input type="checkbox"/>	Logistics	Where will Equipment land in India?			
<input type="checkbox"/>	Logistics	Is the Arrival Airport same as the City of Data Center?			
<input type="checkbox"/>	Taxes	Who will pay Customs Duty for Arrival of Equipment, and complete Paperwork?			
<input type="checkbox"/>	Logistics	How will Equipment Move from Airport to Data Center			
<input type="checkbox"/>	Taxes	Are there any State Taxes / Declaration Forms to be filled for this Goods Movement. India needs an E-Way Bill to Move Equipment over Rs. 50,000 in Value.			
<input type="checkbox"/>	Manpower	Who will Unload Equipment at Data Center?			
<input type="checkbox"/>	Logistics	Is all the Equipment arriving on Same Date? What is the plan if there are multiple shipments?			
<input type="checkbox"/>	Logistics	Will Data Center Store Shipment? For How Long? How much space do you have for Equipment?			
<input type="checkbox"/>	Logistics	Does the Data Center offer a Trolley to move equipment? Can your Remote Hands On Team use it? What is the Process?			
<input type="checkbox"/>	Logistics	Does the Data Center have an Installation Area / Readiness Area in case we need monitors / keyboard / mouse? Have we planned for this?			
<input type="checkbox"/>	Telco	IS the Circuit Ready for Delivery? Do you have Circuit Details and Contact Details Handy?			
<input type="checkbox"/>	Telco	Do you have IP Space details from the Telecom Providers?			
<input type="checkbox"/>	Configuration	Has the IP address been configured on Routers? Will the Remote Hands On Team Do it? Do they have the necessary permissions?			
<input type="checkbox"/>	Data Center	Has the Data Center Patched Cables from Meet Me Room to Your Rack?			
<input type="checkbox"/>	Data Center	Is the Rack Ready with Power / Power Transfer Switches?			
<input type="checkbox"/>	Data Center	Has permission been granted for Remote Hands On Team to Arrive and Access Racks on Site			
<input type="checkbox"/>	Remote Hands On	Does the Remote Hands On Team Understand the Documentation, Do they have questions?			
<input type="checkbox"/>	Remote Hands On	Is the Remote hands on Team Fluent in English? Will you be able to communicate directly with them or a Project Manager will be required?			

<input type="checkbox"/>	Challenges	In case you need to reach the Hands On Team - what is your plan if there is no cellular telephony signal (often the case) inside the Rack Area?			
<input type="checkbox"/>	Documentation	What kind of Documentation will you need for Installation - Photos? Have you gotten permission from the Data Center to take pictures inside the Rack Area?			
<input type="checkbox"/>	Human Resources	Have you planned Breaks, Off Time / Travel Delays / Access Delays for Remote Hands on Team?			
<input type="checkbox"/>	Logistics	How will the packaging of Material be discarded? Should it be stored for a few days or given as Waste - Who will do it?			
<input type="checkbox"/>	RMA / Spares	What happens if there is something dead on Arrival? Will Spares be sourced locally or will you ship? What happens during the Spare Wait Time?			
<input type="checkbox"/>	Expenses	What happens if there are any out of pocket expenses for equipment / cables required locally - how will this be approved / paid?			