

CONFIDENTIAL

All information on this form will be treated as confidential



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 Yes / No	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 合乎額定電流規定 Over usage of power 超負荷用電

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