

## Provisioning of IDF/MDF/TB Spaces

**Action**

**Responsible**

Identify Need

Site notified they will receive NMCI services  
 Identify phasing for buildings  
 Provide drawings of buildings  
 Visit site to understand layout

ISF/PMO  
 ISF  
 Station/Region  
 ISF/Station IT

Identify Location and Requirements

Conceptual design/Architecture  
 Review conceptual design  
 Ensure sufficient power  
 Coordinate with building occupants  
 Provide existing asbestos reports  
 Assess whether existing closets have sufficient space

ISF BAN/LAN Coordinator  
 Station IT  
 Station Planning/ISF  
 Station Planning  
 Station Planning  
 ISF  
 ROICC/ISF

Offer and Acceptance

Request specific space via E-mail to SW Div  
 Request space from station with copies to Major Claimant and ISF  
 Offer space via E-mail to ISF, copies to Major Claimant and SW Div  
 Accept space via E-mail to station planning, copy to SW Div

ISF Site Manager  
 SW Div  
 Station/Regional Planner  
 ISF Site Manager

Prepare and Turnover Site to ISF

Pre-Construction conference  
 Vacate space as appropriate  
 Remediate asbestos, if required  
 Turnover space to ISF

ROICC/ISF  
 Station PWO  
 Station/Region  
 Station PWO

Design

Submit 100% design to ROICC for distribution #  
 Review plans for code compliance  
 Provide consolidated comments  
 Resubmit 100% design for review, if requested by ROICC

ISF BAN/LAN Coordinator  
 ROICC/PWC  
 ROICC  
 ISF

Buildout

Begin construction  
 Complete construction including rack/stack  
 Final walkthrough and signoff  
 Provide as-built drawings to ROICC

ISF  
 ISF  
 ROICC/ISF  
 ISF

Notes: \* One Precon recommended for each group of buildings. The Precon may have already occurred if this is not the first facility in the group.

# There may be some preliminary submittals as needed for proper coordination