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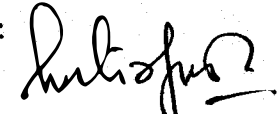
MANAGEMENT OF IUM DATA CENTRE

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MANAGEMENT OF IUM DATA CENTRE

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Position	: Senior Information System Officer Information Technology Division	Position	: Acting Director Information Technology Division
Date	: 08/2021	Date	: 08/2021

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	<p>5.1 General</p>
ITO / AITO	5.1.1 Routine daily activities and preventive maintenance exercise shall be performed to ensure high availability of data centre.
ITO / AITO	5.1.2 Inventory of all servers and equipment in the data centre shall be updated regularly.
ITO / AITO	5.1.3 All servers installation and removal from the data centre shall use the <i>server installation / removal form</i> .
ITO / AITO	5.1.3 In case of unavailability of facilities, service and maintenance at the Data Centre, please refer to Guidelines for Facilities, Service and Maintenance.
	<p>5.2 Routine Activities</p>
ITO / AITO	5.2.1 The air-conditional system, temperature and humidity of data centre must be checked daily (working days) to maintain the temperature and humidity within the recommended range (i.e. temperature range: 20°C to 25°C and humidity at 45% to 55%) using the environment monitoring unit installed inside the IIUM Data Centre.
ITO / AITO	5.2.2 Checking of fire extinguisher should be done yearly.
ITO / AITO	5.2.3 Checking of fire suppression system should be done monthly.
	<p>5.3 Preventive Maintenance</p>
ITO / AITO	5.3.1 Data center preventive maintenance shall be performed twice in a year.
ITO / AITO	5.3.2 The report on preventive maintenance exercise shall be submitted to the Head of Section.

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ITO / AITO	5.4 Access to IIUM Data Centre
ITO / AITO	5.4.1 Only authorized personnel is granted access to data centre.
ITO / AITO	5.4.2 Access of data centre by vendors must be accompanied by the officer <i>in-charge</i> .
ITO / AITO	5.4.3 All visitors must key in the visitor's log book provided.

6. QUALITY RECORD

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1.	Data Centre Equipment Inventory	ITD Filing Cabinet	Continuous	ITO / AITO
2.	Biometrics Door Access System Log Records	Biometrics Door Access System	Continuous	ITO / AITO
3.	Server Installation / Removal Form	ITD Filing Cabinet	3 Years	ITO / AITO
4.	Preventive Maintenance Report	ITD Filing Cabinet	3 Years	ITO / AITO
5.	Routine Activities Report	ITD Filing Cabinet	3 Years	ITO / AITO