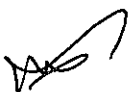

 <b>INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</b>	<b>VERSION NO</b> : 02
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<b>MANAGEMENT OF IIUM DATA CENTRE</b>	<b>EFFECTIVE DATE</b> : 06/2020
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**MANAGEMENT OF  
IIUM DATA CENTRE**

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Date	: 06/2020	Date	: 06/2020

## **1. OBJECTIVE**

The purpose of this procedure is to describe the management of IIUM Data Centre to ensure the high availability and physical security of data centre.

## **2. SCOPE**

The procedure covers routine daily activities, data centre inventory, preventive maintenance exercise, physical security checking and access to the data centre.

## **3. REFERENCE**

- 3.1 ICT Regulations
- 3.2 Policy for Responsible Use (Staff)
- 3.3 Malaysian Public Sector Management of Information & Communications Technology Security Handbook (MyMIS)

## **4. DEFINITION / ABBREVIATION**

ITD	: Information Technology Division
ITO	: Information Technology Officer
AITO	: Assistant Information Technology Officer
IM	: Incident Manager

**5. RESPONSIBILITY AND DETAILED PROCEDURE**

RESPONSIBILITY	DETAILED PROCEDURE
	<p><b>5.1 General</b></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><b>5.2 Routine Activities</b></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><b>5.3 Preventive Maintenance</b></p>
ITO / AITO	5.3.1 Data center preventive maintenance shall be performed twice in a year.
ITO / AITO	5.3.2 Preventive maintenance exercise shall be informed to the end-users not less than three working days.
	5.3.3 The report on preventive maintenance exercise shall be submitted to the Head of Section.

	<b>5.4 Access to IIUM Data Centre</b>
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 in-charge.
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