SRS NETWORKS

PHYSICAL MIGRATION HANDOFF WORKBOOK | V1.0

1. Set the project baseline

Coordinate the evidence and decision ownership for a physical equipment move. Separate permission to disconnect, transport and reconnect from the customer's software and application acceptance.

> Buyer planning aids, not an engineering design, safety procedure, quotation or work authorization. Keep actual site evidence in a controlled project repository. Do not enter passwords or sensitive public site identifiers.

Complete before circulating the workbook

Move ID / approved physical scope / excluded systems

Source and destination location IDs / drawing revision

Assets, racks and connection schedule revision / custody owner

Approved outage window / timezone / decision deadlines

Customer shutdown authority / field move lead / validation owner

Proceed, pause and return authorities / escalation contacts

Responsibility boundary

SRS handles the agreed physical move and field work under an approved plan. The customer or appointed specialist owns backups, shutdown, configuration, software/application/cloud migration, logical cutover and application validation. Aim to limit downtime through planning; no zero-downtime or guaranteed-return outcome is promised.

How to use this record

1. Copy pages 2, 3 and 5 for additional sites, assets or decisions. Add a page ID and keep the same project baseline.
2. Reference dated evidence in your controlled repository. Blank means unknown, not passed. Record a reason for every not-applicable item.
3. Name the blocker owner, due time and release authority. Recheck after a material scope, date, drawing or equipment change.
4. Keep the printed example separate from your entries. A completed workbook does not authorize work until the responsible people approve it.

SRS Networks provides enterprise field deployment across the 48 contiguous states, Alaska, and Hawaii. Founded 1996. Scope and schedule require project-specific confirmation.

2. Verify dependencies

For each row, record the evidence reference and revision, confirming owner, due time with timezone, and status. Attach larger registers using the same identifiers.

Dependency / what to verify	Evidence / revision	Owner / due / status
Asset and connection identity Unique asset and connection IDs, source/destination rack and U position, port endpoints, label/photo references and custody. Record model-specific handling instructions.		
Destination physical readiness Approved rack layout, usable capacity, mounting hardware, clear routes and receiving readiness. Qualified owner verifies equipment-specific power compatibility and facility conditions.		
Customer shutdown release Named customer IT specialist confirms its backup/shutdown prerequisites and issues explicit release before physical disconnection. No passwords belong in this workbook.		
Transport and custody Equipment handling/packaging plan, approved route, load/receive contacts, chain-of-custody events and damage/exception process.		
Reconnect and physical evidence Use approved connection schedule and OEM instructions. Record physical reconnection, labels, photographs and agreed test outputs separately from logical acceptance.		
Return feasibility and logical validation Identify latest decision time, source availability, transport/power/access prerequisites and change-dependent constraints. Customer specialist owns recovery and application validation.		

Additional register / controlled attachment

Attachment ID / revision / owner

Remaining unknowns / scope affected

Use verified / open / blocked / not applicable with reason. Receipt of a file is not verification that the condition is satisfied. If evidence expires or conditions change, reopen the affected gate.

3. Define stop points before disconnection

Record separate gates for shutdown release, destination readiness, departure, reconnection and customer validation. A time limit is a decision deadline, not permission to continue. Return may be infeasible after changes, loss of source access or elapsed transport time; obtain the responsible owners' assessment before treating it as an option.

Gate / assets and connection IDs affected

Required evidence / confirming owner / timestamp

Proceed authority / permitted physical action

Pause trigger / protection of equipment / escalation

Latest decision time / return prerequisites and feasibility owner

Customer logical validation owner / acceptance evidence / open exceptions

One repeatable operational record

Asset / connection ID	Source rack / port	Destination rack / port	Evidence / owner / state

Use the approved project plan for engineering limits, safety controls and equipment instructions. This planning aid supplies no universal power, loading, throughput or outage threshold.

4. Worked decision example

FICTIONAL TRAINING EXAMPLE — not an SRS project. PM-03 plans a move of six racks and 84 devices. Asset SW-017 has connection C-017 recorded in connection schedule CS-02. Before shutdown, the facilities lead finds that a destination PDU arrangement does not match the approved equipment requirement. The observation is a stop trigger, not an instruction to improvise adapters or energize equipment.

Item	Evidence / condition	Owner	Due / gate	Decision
Destination PDU mismatch	Photo E-12; approved equipment requirement	Facilities / design owner	Before disconnect	PAUSE affected move
Shutdown release	Customer IT written release required	Customer IT specialist	Before physical disconnect	WITHHELD while paused
Return option	Source access + power + transport assessment	Buyer + facilities + IT	By approved decision time	Conditional; not guaranteed

Why the hold changes the plan

Pause before disconnecting SW-017 or any affected equipment. Facilities and the design owner resolve the mismatch through the approved change process. Customer IT reconfirms the outage window and shutdown release; the buyer decides whether to proceed or reschedule. If an issue appears after departure, the named authorities assess actual return feasibility and recovery dependencies; field completion alone does not establish application availability.

Translate the example to your project

Comparable dependency in your project

Evidence needed to resolve it

Named decision owner and deadline

Impact if the gate is not satisfied

The quantities and outcomes above are fictional teaching values. They are not an SRS project, client claim, estimate, productivity benchmark or promised result.

5. Evidence and exception register

Keep the approved baseline intact. Log new information or changes below, with a controlled attachment when more detail is needed. A deferral requires the buyer's explicit acceptance and cannot waive safety obligations.

Issue / dependency ID	Evidence / baseline revision	Blocker owner / due time	Status / impact / change ID

Resolve one exception completely

Issue ID / affected work or sites

Requested change / alternatives

Cost, schedule and acceptance effects

Evidence that closes the blocker

Approver / decision / timestamp

Recheck trigger / expiry / notification owner

Release evidence must explain what changed and why it is sufficient. "Done," an unchecked assumption or a new date alone does not close a blocker. Keep superseded evidence and approval history.

6. Record the release and next decision

Baseline / attachment revisions accepted

Released work / explicitly held work

Facilities confirmation / date and evidence

Customer IT confirmation / date and evidence

Field lead confirmation / date and evidence

Buyer authority / release decision / timestamp

Conditions / expiry / next decision deadline

Open exceptions / owners / required notifications

Next decision

Attach the controlled asset/connection schedule, facility evidence and approved decision plan to the move package. At completion, hand physical evidence to customer IT for its separate logical and application acceptance. Keep open defects assigned until the buyer accepts or explicitly defers them.

References to carry with the project

- Approved design and drawings: record your actual revision and owner on page 1.
- Actual equipment manufacturer installation, handling and power instructions: record model, document revision and qualified confirming owner on page 2.
- Facility access rules, safety plan and applicable approval requirements: obtain from the responsible site/design/safety owner; this workbook does not determine legal compliance.
- Data center relocation planning: https://srsnetworks.com/data-center-migration
- Network site-survey checklist: https://srsnetworks.com/network-site-survey-checklist

Planning aid v1.0 | SRS Networks | 490 Eccles Avenue, South San Francisco, CA 94080 | partners@srsnetworks.com | (866) 224-3636. Store completed workbooks securely; do not submit credentials or sensitive site records through a public inquiry.