

**State of Wisconsin  
Department of Administration  
Division of Enterprise Technology  
Bureau of Infrastructure**

***Data Center Facilities Internship***

**Internship Responsibilities**

**Data Center Related Tasks**

- Hardware installation process (Hardware specifications, requirements for space, power and data, file cuts, environmental impact, PDU provisioning, parts ordering, etc.).
- Asset tracking (Configuration item management, hardware tracking within enclosures/data center).
- Data Center documentation (Using Auto CAD, Visio, or other tool: Document floor layout, enclosure inventories and diagrams, linking enclosure inventory to environmental tracking tools).
- Develop and maintain processes that link together data center infrastructure components and allow comprehensive management of the whole.
- Learn and provide hardware racking and installation techniques.
- Learn and provide data wiring, patching and installation techniques.
- Building Automation System (Learn the system, monitor data points and develop analytics that provide meaningful and actionable reports).

**Security Related Tasks**

- Develop shipping and receiving protocol for data center (Learn industry standards, develop protocol for all carriers, document and integrate protocol into Procurement process).
- Escort customers, contractors or vendors into the computer room and other secured areas.
- Cover front Security desk duties, as needed.
- Research and propose security enhancements (Video surveillance, tailgating solutions, access control, visitor management systems, etc.).

**Facility Related Tasks**

- Learn how to monitor and interpret the VESDA system.
- Review maintenance contracts (janitorial services, grounds maintenance services, pest control services, etc.) and develop a system to ensure all contract specification are fulfilled.
- Function as the coordinator for all work requests submitted to DSF via the FMIC system.
- General day-to-day upkeep of floors in data center and mechanical areas
- Spot cleaning, emergency clean-up of mis-haps, etc.
- Minor repairs to office area (walls, carpet, white boards, restrooms)
- Organizing and inventory management of dock and boiler room storage.
- Computer room cleanliness and standards (daily walk-through, spot cleaning, reporting of standards violations)
- Storage/Staging/Set-up room orderliness (monitoring for fire code violations, overall utilization)
- MDF room cleanliness
- Computer room escorting duties, as needed.
- Weed management in mechanical yard, as needed.
- Miscellaneous labor, as needed (e.g. re-painting patio tables, storing and retrieving patio furniture, grounds projects).