**Alternate Facility Checklist**

**[Facility Name]**

**Square footage:**

Facility square footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COOP Square footage only\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number staff (normal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total number of COOP Essential Staff: \_\_\_\_\_\_

\*To establish the COOP square footage, review the number of onsite COOP essential staff identified in section 2.3. The Division of Facilities Management (DFM) recommends at least 50 square footage per employee[[1]](#footnote-1). Also consider any additional spacing needs such as reception, conference rooms, storage areas, etc.

Do you receive visitors [public access] during the normal course of business?  Yes  No

What are your hours of operation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there physical security access concerns?  Yes  No

If yes what requirements exist? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are there Additional Facility Requirements (loading dock, special power needs, parking, bath room requirements, etc.)?**

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**What type of phone systems do you require (Avaya, Cisco, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your facility require access to the state network?**  Yes  No

**Does your facility require public/ private WiFi?**  NoPublic \_\_\_\_\_\_\_ Private \_\_\_\_\_\_

**Internal Requirements Only:**

**Telecommunications/ IT Requirements**

* If DR requires full State Network connectivity…
  + Is there existing DTI managed connectivity?
  + What is the size of the state circuit at the DR site?
  + Is there existing spare switch capacity sufficient to support DR devices? Yes  No
  + Is there WiFi and does it support the agency’s DR?  Yes  No
  + Does the agency have specific IP addressing that allows them to access their applications?
* If DR of agency users can be accommodated via VPN AND no Cisco phones needed
  + What is the capacity of the Internet circuit? (upload/download)
  + Is there WiFi and does it support the agency’s DR?
  + Does the agency have specific IP addressing that allows them to access their applications?  Yes  No
  + What is the capacity of the Internet circuit? (upload/download) \_\_\_\_\_

1. <https://dfm.delaware.gov/realprop/space-standards.shtml> [↑](#footnote-ref-1)