

General Information

Allow a **minimum of 180 business days** for the move of an existing ONE® Network circuit to a new physical location¹.

NOTE: To move an existing ONE® Network circuit to a different location within the same address, complete a Configuration Change Form.

1. Completion of this form will request a new circuit at the specified new location and authorize the removal of the Ontario Health ONE® Network circuit at the current location.
2. Complete a separate form for each site address requesting the move of a ONE® Network circuit.
3. **Complete all fields as specified. Fields marked with * are mandatory and required for processing.**
4. Return the completed form to OH-servicedesk@ontariohealth.ca or call 1-866-250-1554 for assistance.
5. A statement of confidentiality is included.

Site Information – Current Location (to be removed)

Organization Name*:		Site Name*:	
Suite # - Street Number & Name*:	City*:	Province: ON	Postal Code*:
Building Name (If applicable):			
Ontario Health MSUID:			
Floor:	Room Name/Number:	Rack Number:	
Earliest Date circuit can be turned down (MM-DD-YY):			
Is there a requirement to run the current and new circuit in parallel? (for up to 30 days)			
Is there a requirement to maintain the current IPs?			

Site Information – New Location (to be installed)

Organization Name*:		Site Name*:	
Suite # - Street Number & Name*:	City*:	Province: ON	Postal Code*:
Building Name (If applicable):			

What date is the new circuit required to be operational? (MM-DD-YY):	Site Phone Number:
Does the site have special access requirements? <i>(Personal protection equipment/escorted access etc.) If yes, provide details below:</i>	
Is the building new/under construction? When is the site expected to be ready for installation activities? <i>(including the necessary space, power and a dust-free environment for the Ontario Health Equipment)</i>	

Technical Information		
Total upload speed requested (Mbps):	Total download speed requested (Mbps):	Total bandwidth requested (Mbps):
Is redundancy required? ³	If redundancy is required, is a split demark preferred? ²	
Is BGP Required?	If yes, is LAN equipment BGP capable?	
Will a firewall with appropriate security policies be configured at the time of Ontario Health circuit installation?		
Does the site have other network connections, including third party internet? <i>(If yes, provide details below i.e. Provider and Bandwidth)</i>		

Requested Location for Ontario Health Equipment:		
Floor:	Room Name/Number:	Rack Number:
Requested <u>Secondary</u> location for Ontario Health Equipment <i>(if a split demark is required)</i>²		
Floor:	Room Name/Number:	Rack Number:
Uninterruptible Power Source (UPS)		
Will the site have a UPS of adequate capacity installed prior to circuit installation?	Number of receptacles:	UPS standby time (Hours):
Ontario Health's ability to maintain service is based upon the site having a suitable UPS.		

Site Requirements

The site must meet the following requirements prior to installation of the Ontario Health circuit.

Power

NEMA 5-15 with 8 receptacles.

Site is responsible for extending power to their rack and providing power to the Ontario Health equipment in the form of an uninterruptible power source (UPS) and/or backup generator.

Rack Space

There should be a minimum of 8 RU (preferably contiguous) for the Ontario Health equipment.

Switch

A managed Layer 2 switch is required with sufficient ports available to support all services. Based on the technical requirements and the proposed solution, a Layer 3 device with BGP capabilities may be necessary.

Cabling

Site is responsible for all cabling between the Ontario Health equipment and the internal LAN. This includes (but is not limited to) cabling/conduit between demarks if a split demark has been requested.

Additional Infrastructure⁴

Clients may be required to provide additional internal infrastructure if deemed necessary by Ontario Health or its vendor. This includes (but is not limited to) any cross connects required - which must be supplied by the site prior to circuit installation.

Contact Information

Business Contact – Will have the authority to make decisions regarding the Ontario Health circuit.

Technical Contact – Will have technical knowledge of the Ontario Health circuit and can provide site access.

Site Access Contact – Will be able to provide technical support and site access if the technical contact is unavailable.

Business Contact

First Name*:		Last Name*:	
Telephone (<i>include extension</i>):	Cell*:	Email*:	
Signature*:		Title*:	Date (MM-DD-YY)*:

Technical Contact

First Name*:		Last Name*:	
Telephone (<i>include extension</i>):	Cell*:	Email*:	

Site Access Contact

First Name:		Last Name:	
Telephone (<i>include extension</i>):	Cell:	Email:	

Ontario Health Equipment Retrieval

Provide any special instructions for the retrieval of the Ontario Health equipment from the current location once the circuit has been disconnected.

E.g. where equipment is being kept, access instructions etc., contact information (if different from above contacts).

Confidentiality

The information collected in this move form is kept strictly confidential once it is received by Ontario Health, and is used only for the purposes of provisioning and supporting Ontario Health circuits.

Ontario Health has taken reasonable safeguards to ensure the security and confidentiality of all information. Ontario Health will employ all reasonable steps to protect the confidential information from unauthorized or inadvertent disclosure or use.

All information gathered through this form in performance of the work done as a result of this agreement will be maintained by Ontario health in strict confidence. Ontario Health may disclose the confidential information to employees, contractors and vendors who require the confidential information to fulfill a client's request under this agreement.

¹ Eligibility

Ontario Health will provide a ONE[®] Network connection assuming funding and service is available and if the healthcare site meets the eligibility criteria. Otherwise, the public internet will be the default method by which healthcare providers will access Ontario Health services. Ontario Health reserves the right to perform assessment, including utilization analysis, to determine appropriate bandwidth for the new circuit.

² Diversity

Diverse connections may only be provided on a best-effort basis.

³ Redundancy

Upon request, Ontario Health will endeavor to provide redundant connections assuming funding and service is available. Site is responsible for providing cabling between demarks (where a split demark has been requested).

⁴ Cost of additional Infrastructure

In order to accommodate an Ontario Health ONE[®] Network connection, additional infrastructure may be required (i.e. conduit, cabling, power etc.). While there is no cost to clients for a ONE[®] Network connection, clients are responsible for any costs incurred from the street to the point of delivery in order to facilitate the installation and operation of the service.