

Project Lone Star Relocation (LSR-2026)

Developed by: Guliford Project Management Consulting LLC. (NeedProjectHelp.com)

Houston Data Center Operations Office Relocation

Construction & IT Subcontractor Coordination Brief

Date: October 20, 2025

1. Project Vision & Scope

Our Goal: To execute a seamless, on-time, and on-budget relocation of the Data Center Operations Office. Success is defined by zero unplanned downtime for critical systems and a fully functional, state-of-the-art workspace on Go-Live day.

Scope Highlights:

- **Construction:** Full interior build-out of 15,000 sq. ft. office space, including Network Operations Center (NOC), server lab, office space, and support areas.
- **IT & Cabling:** Deployment of all network infrastructure, structured cabling, server racks, power distribution, and physical security systems.

2. Why This Coordination is Critical

Construction and IT are not sequential; they are deeply intertwined. We build the physical shell, and IT brings it to life.

- **Construction enables IT:** Power, cooling, pathways, and physical space must be precisely located *before* IT hardware can be deployed.
- **IT informs Construction:** The needs of the technology dictate architectural, electrical, and mechanical requirements.

Failure to coordinate will lead to costly rework, schedule delays, and compromised system performance. We get one shot to do this right.

3. Key Stakeholders & Communication Leads

All communication should be directed through the appropriate lead for their trade.

Role	Company	Lead Contact
General Contractor (GC)	Summit Construction Inc.	Jane Doe



Role	Company	Lead Contact
IT Project Manager (Client)	DataMove Solutions	John Smith
Electrical Subcontractor	Volt Masters Electric	Bill Williams
HVAC Subcontractor	Climate Control Pros	Sarah Jones
Low-Voltage/Cabling	Connect-All Solutions	Mike Brown
Security/Access Control	SecureEntry Systems	David Clark

4. Master Phasing & Critical Milestones

This timeline highlights the most critical periods of trade overlap.

Phase	Activity	Timeline	Status
Phase 1	Site Prep & Demolition	Weeks 1-2	Complete
Phase 2	MEP & Low-Voltage Rough-in	Weeks 3-7	In Progress
Phase 3	Drywall, Paint & Finishes	Weeks 8-10	Upcoming

Phase	Activity	Timeline	Status
Phase 4	IT Infrastructure Deployment	Weeks 11-13	Upcoming
Phase 5	Commissioning & Go-Live	Week 14	Upcoming

Phase 2 and Phase 4 require maximum coordination.

5. Phase 2 Deep Dive: The Rough-in

This is where the digital foundation is laid. All work must be coordinated *before* walls are closed.

- **Electrical:**
 - Verify all floor box locations for NOC workstations.
 - Confirm power whip locations, receptacle types (L6-30R, etc.), and circuits for server racks with IT PM.
 - Ensure dedicated, clean power is routed for all IT closets and the server lab.
- **Low-Voltage/Cabling:**
 - All core drills for fiber/copper backbones must be signed off by GC.
 - Cable tray and conduit paths must be clear of HVAC ducts and sprinkler lines.
 - Walk the site with Electrical to ensure data/voice box locations align with power outlets.
- **HVAC & Security:**
 - CRAC unit placement and duct routing must allow clear, unobstructed pathways for overhead cable trays.
 - Confirm thermostat/sensor locations with IT PM.
 - Security must route all wiring for card readers, cameras, and panels before wall closure.

KEY ACTION: A mandatory, joint on-site walkthrough and sign-off is required by **all leads** at the conclusion of Phase 2.

6. Phase 4 Deep Dive: IT Deployment

The environment must be 100% ready before sensitive IT hardware arrives.

- **GC Responsibility:**
 - Provide a dust-free, clean environment.
 - Final power must be online, tested, and certified.
 - Ensure all flooring and ceiling tiles are complete in the server lab and NOC.

- **Trade Readiness:**

- **Electrical:** All PDUs must be installed, and circuits must be labeled and energized.
- **HVAC:** The system must be fully operational and balanced to maintain the required temperature and humidity for IT equipment.
- **Low-Voltage:** All cables must be terminated, tested, certified, and labeled. A full report must be submitted to the IT PM.

KEY ACTION: Access to the site during this phase will be scheduled and prioritized for the IT deployment teams to ensure a safe and efficient installation.

7. Communication Protocol & Site Rules

1. **The Weekly Coordination Meeting is Sacred:** Attendance by all leads is mandatory. Come prepared with solutions, not just problems.
2. **Single Point of Truth:** All RFIs, submittals, and drawing updates must go through the project management portal (Procore). No side conversations or verbal approvals.
3. **Measure Twice, Cut Once:** Before any core drill, wall penetration, or slab cut, you must verify the location and get a sign-off from any potentially affected trade.
4. **Site Cleanliness & Safety:** The site must be cleaned daily. Designated staging areas for construction materials and IT equipment must be respected. All personnel must have proper PPE and project badges.
5. **Escalation Path:**
 - **Step 1:** Resolve directly with the other trade lead on site.
 - **Step 2:** If unresolved, escalate jointly to GC PM (Jane) and IT PM (John).
 - **Step 3:** Executive review if a solution is not found within 24 hours.

8. Questions & Next Steps

- **Open Floor for Questions**
- **Immediate Next Steps:**
 1. Review the updated Phase 2 reflected ceiling and floor power/data plans.
 2. Confirm attendance for the Phase 2 completion walkthrough, scheduled for EOD Friday, Nov 21st.

Let's work together to make this project a model of efficiency and quality.