

Co-Location Equipment—Delivery to NIH

The NIH Center for Information Technology (CIT) can only accept the delivery of customer equipment at the NIH Computer Center's Customer Service Area (CSA) under the following conditions. Please sign at the bottom and return to CIT. (See fax number at bottom of page.)

- Customers using CIT's NIH campus co-location site must notify their CIT Co-Location Coordinator of any proposed shipments to the Building 12 loading dock. If delivery dates are available please provide the coordinator with the date(s).
- All shipments to the CSA must be labeled as follows:

FROM	National Institutes of Health <i>Sending IC</i> <i>Sending IC contact and telephone no.</i>	TO	CIT Customer Service Area Building 12 B Loading Dock Bethesda, MD 20892
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Shipments without the appropriate label will not be accepted.

- Shipments will only be accepted between the hours of 7:30 A.M. to 5:00 P.M. Monday through Friday, unless other arrangements have been made between the IC and the CIT Co-Location Coordinator.
- Shipments will be accepted by and signed for by CIT staff who monitor the Building 12 loading dock. However, CIT staff will not open or verify the contents of any shipment; nor will they be responsible for any equipment difficulties due to shipping or other actions.
- Shipping containers that appear to be damaged will not be signed for or accepted and will be sent back with the delivery service. CIT staff will notify the IC contact on the shipment label that the equipment is not being accepted.
- Upon acceptance, CIT staff will call the IC contact to let them know that the shipment has arrived. The IC contact must coordinate with the CIT staff on duty at the time of delivery, and must have the equipment moved from the loading dock area to the CSA within the agreed upon timeframe.
- All shipments must be picked up by the IC contact within one week.
- CIT will not be liable for damage or missing equipment not picked up from the loading dock within the designated time. There are no NIH Security Guards on full-time duty to monitor the loading dock area.
- IC contact person moving shipment from loading dock area to the CSA will be responsible for disposing of all shipping material in the designated areas located adjacent to the loading dock.

Signature

Customer agrees to the above policies for equipment delivery at the CSA facility. Please sign and return to CIT.

Authorized by [IC/agency] _____

Name

Title

Date