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<<Company>> DATA CENTER PHYSICAL ACCESS POLICY

THIS AGREEMENT is made on this <<CurrentDay>> day of <<CurrentMonth>>, <<CurrentYear>>, between <<ContractFirstName>> <<ContractLastName>> (hereafter referred to as "the Undersigned" or "Customer") and <<Company>> (hereafter referred to as "Company").

The purpose of this policy is to set forth the <<Company>> Data Center Physical Access Policy ("DCPAP" or "Access Policy") by which the undersigned will abide while using, renting, leasing, or otherwise making use of Company facilities, goods, and services ("Data Center or Contracted Spaces"). By using Company's Data Center and facilities, the undersigned agrees to comply with the following policies.

Terms and Conditions

As a service, the standard Data Center Access and Security Policy is provided below.

1. Company and Customer Responsibility.

Company is responsible for ensuring that all resources under its control remain physically secure. The Company maintains this access policy to provide a framework for Customers to follow for physical security and access to Company facilities and to instruct Customers on the procedures and policies that Company staff and technicians follow. Undersigned agrees to adhere to all posted notices or changes to protocol that the Company makes the Undersigned aware of during its visits to Company facilities.

2. Data Center "Habits and Hygiene."

Access into Company facilities requires adherence to the following protocols and restrictions on dangerous materials ("dangerous materials"):

- ◆ No smoking or chewing tobacco is allowed.

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- ◆ No combustible materials may be brought into the data center, including lighters, hand-warmers, mace, tear gas, aerosol cans, or compressed air.
- ◆ No eating or drinking is allowed in the data center.
- ◆ No drugs or alcohol are permitted in the data center.
- ◆ No weapons or firearms are allowed in the data center.
- ◆ No external fire suppression devices are allowed.
- ◆ No prohibited hardware is allowed. << Insert descriptions into your Contract rather than a blanket statement here. >>
- ◆ All work-related materials must be cleaned up before leaving.
- ◆ All work-related trash or garbage must be disposed of properly.
- ◆ No illegal activity of any kind is permitted.
- ◆ << Insert Data Center-specific policies here (recycle bins, unattended equipment, etc.). >>

3. Access Keycards and Identification.

Company will issue identification badges and access keycards to Undersigned and Undersigned's designated agent(s). Company shall maintain a list of all authorized personnel issued such access and at no time shall identification badges or access keycards transfer between any other employee or other agent of the Undersigned without pre-approved, written permission from Company. If at any time Company becomes aware that an access badge has been transferred in violation of this policy, revocation of access to the Data Center and contracted space(s) may occur.

4. Data Center Access Procedures.

Access to the Company Data Center is gained through the Data Center welcome room <<or Insert specific manned space here >> and requires that all Customers sign in with a valid signature for a Company staff member to grant them access. Customers wishing access must have their

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identification badge and access keycard available for inspection. Undersigned or Undersigned's Agent will sign in and provide the time of entry to the Data Center and the purpose for their visit.

Exit from the Data Center requires that Undersigned or Undersigned's agents sign out with a valid signature for each Undersigned or Undersigned's Agent wishing to leave. At no time will a Company staff member be authorized to allow exit without each Undersigned or Undersigned's Agent properly signing out from the Data Center. If at any time an Undersigned or Undersigned's agent is allowed by a staff member to exit, the Undersigned or Undersigned's Agent should immediately demand to sign out of the Data Center and/or ask to see a Company supervisor.

Failure to adhere to the sign-in and sign-out procedures could result in revocation of access to the space.

4.1 "Visitor" Physical Access and Procedures.

Visitor shall mean any individual who is not on an approved Access List on file with the Data Center. All visitors shall enter the Data Center through the Data Center Welcome Room and wait for a Staff Member to sign the visitor in.

The Undersigned may allow Visitors to gain access to the Data Center, subject to the Undersigned's Access Type, provided that:

1. All visitors must have their visit(s) scheduled and approved by the Company Data Center Supervisor at least 24 business hours prior to their visit.
2. All visitors shall sign a copy of the Data Center Access and Security Policy ("DCPAP") to be kept on file by the Data Center and shall be governed according to the Specifications of the Data Center Contract or Co-location Contract between Company and Undersigned.
3. A Data Center Employee or Staff Member must accompany Visitor(s) at all times while within the Data Center.

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4. All visitors must sign in and sign out when entering or exiting the Data Center. Visitors must wear an identification badge at all times.
5. Upon sign-out and exiting the data center, visitors are responsible for turning in any identification badges or ID issued to them during their visit. Failure to properly turn in these materials may result in financial penalties or sanctions against Undersigned or Visitor.
6. Any exceptions to any of the above policies must have the written approval of the Data Center Supervisor.

4.2 Disclosure of Security, Access, or other Policies Governing the Security of the Data Center.

All persons entering the Data Center, whether the Undersigned, its Agents, Employees, Vendors, or Visitors agree to

DEMO CONTRACT

This demo contract has been truncated. The complete 5 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/policy-templates/data-center-access-policy.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

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