

Swipe Card Receipt

Quick Guide

Requirements for access to GlobalConnect' s data centres:

Lessee must appoint one or more registered and responsible person(s), upon application to GlobalConnect OMC then responsible to apply for access to GlobalConnect' s data centres or sites for specific persons and also apply for changes to or deactivation of access.

Any ordering of SwipeCard must be disclosed with a PO number for billing.

The PO number is written in the top left corner on the form. Or be sent within 24 hours from a Whitelist email.

Access will only be given to facilities where lessee's own equipment is installed – or to designated external technicians who should also have access to the equipment.

GlobalConnect can provide access to Lessee and Lessee visitors for the following purposes:

- To install, maintain, repair and remove Lessee's equipment.
- To connect the Lessee equipment to Lessee's network.

Lessee are asked to inform GlobalConnect when designated access should be deactivated so that GlobalConnect can hold the Lessee's list of permanent access cardholders updated at any time. Lessee's access responsible person(s) must send an email to OMC@globalconnect.dk for wanted changes whereafter GlobalConnect OMC will process the request as soon as possible.

GlobalConnect comply with local and national laws, guidelines for civil engineering, health and safety, and fire hazard requirements, and the following access conditions apply to all access and work in any GlobalConnect site.

The following house rules must always be followed by access to any GlobalConnect site:

Entering a facility

1. Only authorised personnel (internal or external) are allowed into Data Centre facilities.

While being at a facility

2. Do not smoke. The area is a non-smoking area. Everyone is obligated to pay compensation in case of alarms being triggered due to smoking. A smoking area can be indicated by contacting GlobalConnect OMC.
3. No drinking or eating is allowed in any Data Centre facilities.
4. Any active equipment using radio transmitters (such as mobile phones) must be switched off at all times, if requested by GlobalConnect Housing Department
5. Inside doors must be closed for fire safety reasons. The outside door must be closed for security reasons. It is not allowed to tail gate or outside doors.
6. Evacuate immediately if the alarm goes off. In case of fire alarm, the fire extinguishing system will activate automatically.
7. Avoid dangerous situations. Do not operate any equipment, which may pose a security risk such as heat, smoke or ion particles without informing GlobalConnect OMC. Fire Extinguishing system has to be disarmed by GlobalConnect Housing Department **BEFORE** installation work.

Carrying out installation work

1. Only GlobalConnect is allowed to carry out power installation work.
2. Only GlobalConnect is allowed to install cables in GlobalConnect trays.
3. Any welding, grinding and cutting in the technical areas is prohibited. Any work of this nature has to be carried out in a separate space outside the Data Centre facilities. And only with permission from GlobalConnect Housing Department.
4. Any cabling must be installed only in the correct tray for the type of work in question.
5. When work has to be carried out under the floor tiles, a maximum of two tiles may be removed adjacent to each other at the same time, unless stringers are in place in lieu of tiles. Tile lifters must be used for lifting tiles to ensure damage is not caused to tiles. Tiles must be stored flat on top of adjacent tiles and must not be stacked vertically against equipment or walls. Personal safety and equipment care must be taken when removing and moving tiles. Any holes left when tiles are removed must be guarded with barriers and signs.
6. When work has been completed, all raised floor tiles have to be put back in place and barriers and signs removed. Contact GlobalConnect OMC and report ready. GlobalConnect Housing Department has to arm the Fire extinguishing system before leaving the facility.

Permanent swipe card:

New Lessees and/or their technicians, can obtain swipe card after confirmation from appointed registered responsible person(s) or function(s) at Lessee – see upper section of this application.

The Lessee's access responsible person(s) shall give GlobalConnect at least 2 days' notice to create new swipe cards and to add persons to the primary access list (white list).

Permanent access cards must always include a digital photo of the permanent swipe card holder. As a passport photo with neutral light background.

Temporary swipe card:

For Lessee's external technician(s) or staff not needing permanent access it is not necessary with a permanent swipe card, and Lessee's access responsible person(-s) can apply for a temporary swipe card – see upper section of this application.

Procedure for normal ordering of swipe card:

Lessee's access responsible person(s) can order new swipe cards using the below swipe card receipt form. This form must be sent as a scanned copy to GlobalConnect OMC from the email address indicated for Lessee's access responsible person(-s). The form must be signed by swipe card holder and signer must have rules on entering and installation work in GlobalConnect facilities handedover.

Rapid ordering of swipe card:

In case of emergency Access responsible person(s) can order temporary access to relevant GlobalConnect facility up to 48 hours by contacting GlobalConnect OMC via email from Access responsible person(s) from the Whitelist – see upper section of this application.

Swipe card receipt form:

Key data: (GC field):	Service Card (GC field) : #
PO number:	Housing Card (GC field) : #
	Ticket no. (GC field) : #

Full name and phone number of swipe card user (use capital letters):	
Name:	Phone: (+)
Company name:	
Purpose of access:	
Customer (x): <input type="checkbox"/>	External (x): <input type="checkbox"/>
Employee (x): <input type="checkbox"/>	Other (x): <input type="checkbox"/>
Access approved by (use capital letters):	
Whitelist responsible person:	signature
GC employee :	signature
Access location(s):	PIN-code (only for permanent cards):
	(4 digits, not starting with a zero):
Type of swipe card:	
Permanent cards, include digital passport photo (required):	
Temporary cards, state access date and time until (required):	
Date and time:	I got the rules about GC facilities handedover or sent by email.
Signature of swipe card holder:	

Important Important Important
 Our OMC must ALWAYS be contacted before commencing work that generates heat, dust, fumes or vapors

No eating, drinking or smoking in the Facilities

