

Swipe Card Receipt – Quick Guide

Lessee must appoint one or more registered and responsible employees (Whitelist). Only these employees can apply for swipe card to GlobalConnect's data center or sites.

The Whitelist information list can be found [here](#).

Any ordering of Swipe Card must be disclosed with a reference, either PO or name, for billing.

- Access will only be granted to facilities where lessee's own equipment is installed. Access will only be granted to lessee employees or to designated external technicians who need access to lessee 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.

Please note that GlobalConnect uses 3rd party in connection with deliveries, this means that there may be special rules for some sites.

Procedure for normal ordering of swipe card:

- Lessee's Whitelist employee can order new swipe cards using the below swipe card receipt form.
- Whitelist employee shall give GlobalConnect at least **48 hours' notice** to create new swipe cards.
- This form must be sent as a scanned copy to GlobalConnect OMC from the email address from Whitelist employee.
- The form must be signed by swipe card holder.
- It is Whitelist employee responsibility to ensure that house rules are delivered to the card holder.

Permanent swipe card:

- For GlobalConnect to keep the Lessee's list of permanent access cardholders updated at any time, lessee is required to notify GlobalConnect when Swipe Card should be deactivated.
- Permanent access cards must always include a digital photo of the holder.
- Requirement for image can be found [here](#).

Temporary swipe card:

- For Lessee's external technician(s) or staff not needing permanent access, Whitelist employee can apply for a temporary swipe card.
- **Please note** - Temporary swipe cards are only valid for 48 hours.

**The swipe card receipt form is continuously updated.
We therefore recommend that you always download the latest version on our website [here](#).**

Swipe card receipt form:

Reference:	Service Card (GC field): # Ticket no. (GC field): #
------------	--

Full name and phone number of swipe card user (use capital letters):	
Name:	Phone (+)
Company name:	
Access approved by (Whitelist employee):	
(Capital letters):	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): <input type="checkbox"/>	
Temporary cards, state access date and time (required): <input type="checkbox"/>	date: arrival time:
Please note: Temporary cards are valid only 48 hours	
Date / Signature of swipe card holder	I got the house rules for GlobalConnect facilities handed over or sent by email. House Rules are described on the next page.

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



House Rules

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 authorized personnel (internal or external) are allowed into Data Centre facilities.

While being at a facility

1. 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.
2. No drinking or eating is allowed in any Data Centre facilities.
3. Any active equipment using radio transmitters (such as mobile phones) must be switched off at all times, if requested by GlobalConnect Housing Department
4. Inside doors must be closed for fire safety reasons.
5. 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.
8. Fire Extinguishing system must 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 must 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 must 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.
6. 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.
7. When work has been completed, all raised floor tiles must be put back in place and barriers and signs removed.
8. Contact GlobalConnect OMC and report ready. GlobalConnect Housing Department must arm the Fire extinguishing system before leaving the facility.