

Colocation Facility Access Agreement

Customer responsibilities:

- Customer agrees to sign in and out in the "sign in" log located at the entrance for each visit to the Colocation Facility.
- Customer agrees to not allow unauthorized or unapproved personnel into the Data Facility without the knowledge and consent of UNM IT.
- Customer agrees to only access the Co-Location server room. No other access to the building is permitted without an escort.
- Customer agrees to leave wet clothing and belongings such as umbrellas, coats, bags, etc. at the door.
- Customer agrees to not bring food or drinks into the Colocation Facility.
- Customer agrees to only handle and manipulate their own hardware located within their own racks.
- Customer agrees to unplug and re-stow monitor carts and other equipment after use.
- Customer agrees to not make adjustments to or cycle power breakers on any support service equipment including but not limited to: air conditioners, power panels, UPS, maintenance bypass panels and sprinkler control panel.
- Customer agrees to not perform either low or high voltage wiring outside cabinets.
- Customer agrees to place all small amounts of trash in containers provided. Large volumes of trash such cardboard boxes and shipping materials must be removed from the Colocation Facility and disposed of off-site.
- Customer agrees to exit the facility during fire alarms.
- Customer agrees to be familiar with the operation and location of portable fire extinguishers within the Colocation Facility.
- Customer agrees to be familiar with the operation and location of fire alarm stations with the Colocation Facility. If fire is detected during normal business hours, UNM IT staff within the building should be notified. If fire is detected after normal business hours, the fire alarm should be activated. UNM Police Department should then be contacted immediately by phone.

- Customer agrees to keep all equipment at the colocation space in good order, repair and condition; and to promptly and completely repair all damage to the colocation facilities caused by Customer, except for reasonable wear and tear.
- Customer agrees to shut off overhead lights when leaving the facility after normal business hours.

Facility Access:

UNM IT requires a completed and signed Access form from **each** Colocator Administrative Contact for **each** Colocator Representative who needs access to the Data Center. Proxy cards will only be given to UNM staff.

Failure to adhere to this agreement could result in revoked access to the Co-Location facility. All other UNM policies apply.

Customer Signature:

Date:

UNM IT witness: