

## Data Centre Acceptable Use Policy

### Section 1: Access to Data Centre

- All clients must provide a list of names of all possible attendees.
- All named contacts must allow a photograph to be taken for security purposes.
- All named contacts must have a valid photo ID card (e.g. Driving Licence / Passport) with them.
- Any clients wishing to send an engineer who is not on the list of named contacts must arrange this with amatis Networks 1 hour in advance by email to [support@amatisnetworks.com](mailto:support@amatisnetworks.com) followed up by a phone call.
- Any attendees who wish to bring a third party must arrange the visit with amatis Networks in advance and must follow the above access procedure.
- Any attendees accompanied by a third party must escort the third party in all areas.
- All attendees must sign the visitor's book whenever entering or leaving the data centre.

### Section 2: Use of Data Centre

- No packaging of any type is allowed in the data centre.
- Clients must not take any food or drink into the data centre.
- No liquids are allowed into the data centre.
- Public walkways must not be obstructed at any time.
- Maintenance must be carried out in client's own rack or in the Data Centre's workbench area.
- Clients must not touch, tamper or interfere in any way with equipment that is not their own.
- Not engage in any activity which may cause any problems or disruption to other clients.
- All supplied cables for deployment within the data centre must be low smoke.
- Clients must not remove, tamper or lift floor tiles unless amatis Networks has granted prior permission.

- Clients must not move or tamper with structured cabling unless amatis Networks has granted prior permission.

## Section 3: Deliveries, Storage and Deployment

- Clients must notify amatis Networks of any intended installation of any circuits of any type at least 24 hours in advance to [support@amatisnetworks.com](mailto:support@amatisnetworks.com)
- Any third parties attempting to gain access to the data centre in order to survey or install a circuit will be turned away if the visit has not been arranged previously with amatis Networks as above.
- Clients must notify amatis Networks of the intended installation of any non amatis Networks approved power supplies of any kind in advance.
- Clients must notify amatis Networks of any deliveries at least 4 hours in advance by fax or email to [support@amatisnetworks.com](mailto:support@amatisnetworks.com)
- Any unscheduled deliveries or items of a delivery which have not been previously identified to Amatis Networks or the data centre will not be accepted.
- Details of quantity and type of items being delivered must be given for any delivery.
- All deliveries must be clearly marked with details of contents and the name of the client they are for.
- Amatis Networks or the data centre reserves the right to open and inspect any delivery for security purposes.
- All deliveries will be stored free for a maximum of fourteen days in our secure storage area, after which they must be deployed to the client's area in the data centre or storage charges may apply. Clients must arrange any other requirements with amatis Networks in advance.
- All equipment must be unpacked in the unpacking room only.
- Clients are responsible for the disposal of their own waste packaging materials to waste disposal area outside of the building.

## Section 4: Use of Engineers Workbench Room (where applicable)

- Clients must not touch any equipment which does not belong to them.
- Clients are responsible for ensuring that the work area is left in the same condition in which they found it.

## Section 5: General

- Clients may not engage in any illegal activity whilst attending the data centre facilities. No noxious substances, firearms, ammunition or any other offensive weapons may be brought onto the premises.
- Clients may not use our hosting service for any illegal purposes.
- Clients are responsible for all content, activities and operation of any equipment located within the data centre premises.
- Failure to adhere to the AUP may result in disconnection of power and/or removal of equipment from the data centre.
- amatis Networks will not be held liable for any losses incurred should equipment be removed/disconnected owing to a breach of the AUP.
- amatis Networks' decision in all matters pertaining to the AUP will be final.
- amatis Networks reserves the right to modify the acceptable use policies at its own discretion at any time without prior notification.