Data Center Customer/Visitor Safety & Security Rules

1. No food, drink or liquid of any kind is allowed within the data center
2. No hazardous materials are allowed within the data center
3. All packing material must be removed from computer equipment/components in the specified staging areas before being moved into the data center. This means no cardboard, paper wrap, packing peanuts, plastic, wood or other such material.
4. All customers of the data center are responsible for maintaining the cleanliness of the inside and surrounding area of their cabinet and/or cage. All wire, cable, insulation, paper, plastic or other scraps of foreign material and litter must be removed and carried outside the data center for proper disposal.
5. No cleaning supplies are allowed within the data center.
6. Only HEPA filter vacuums may be used inside the data Center
7. Under-floor access by customers or visitors is prohibited
8. Customers shall only access cabinets and cages that contain equipment for which they are responsible
9. Data center issued ID must be worn above the waist and visible at all times while in the data center
10. Communicate all problems to data center/NOC employees
11. In the event of an emergency, notify data center/NOC staff immediately
12. No photos or videotaping in the Data Center
13. Network Operations Center (NOC) assistance may be required for after-hours entry
14. On premise 24x7x365 video monitoring

Equipment and Installation Rules

1. New and existing customers of the data center must provide a complete description of all equipment, including brand and model numbers, power requirements and physical dimensions at least 7 days prior to installation
2. OCiX subscribes to cold row/hot row, raised floor static cooling efficiencies. All equipment must be housed in enclosed cabinets with front and rear mesh doors, solid tops and solid side panels; including in-line, multiple cabinet situations. All equipment inside cabinets must face the cold row and back up to the hot row, consistent with cold row/hot row efficiencies.
3. All cabinets, including their dimensions and their placement, must be pre-approved as conforming to cold row/hot row efficiencies, by OCiX management, prior to their installation

4. All cabinet installation, in and out of cages, shall require precise placement and alignment on raised floor, with sub-floor anchoring, by OCiX technicians and to OCiX specifications, at customer's expense.
5. General guidelines will are available to customers as to the proper placement of equipment within cabinets, including the location of high heat-producing elements at a lower level
6. All customers are responsible for utilizing blanking panels between racked elements to enhance the outflow of hot air and cinch-type grommet covers on power cord access holes inside their cabinet to suppress the release of static, cold air
7. OCiX is responsible for supplying power and data line cables, including necessary patch panel(s) and overhead ladder racking to installed cabinets
8. Consistent with data center security policy, no customer or authorized visitor may bring in or take out any equipment from the data center without prior, written authorization from data center personnel