REGULATIONS GOVERNING ACCESS TO UofT DATA EQUIPMENT ROOMS AND DATA CLOSETS

Information & Technologies Services, Enterprise Infrastructure Solutions

Project Title: ________________________________________________________________

Name of Building and Building # requiring access: ________________________________

Dates requiring access: From: ______________________ To: ______________________

Name of Person(s) requiring access: __________________________________________

Purpose of Work: __________________________________________________________

The following regulations shall apply and must be agreed to by all personnel requesting access to University data equipment rooms and data closets:

1) Enterprise Infrastructure Solutions (EIS) must be informed of and authorize all work being carried out in data equipment rooms or data closets.

2) Access key FOBS are solely for the use of the person(s) they are assigned to and must not be loaned out to third parties.

3) Copying or duplication of key FOBS is not permitted.

4) Obey all tags, signs and notices.

5) Data rooms and data closets must be kept locked at all times when left unattended.

6) Equipment shall not be unplugged, moved or switched off without permission from EIS.

7) Cutting of metal, creating dust by drilling (walls floor and ceiling), etc. is not permitted unless authorized by EIS.

8) Data equipment rooms and data closets must be kept clean. All trash and debris must be removed. Storage of equipment, materials or tools is not permitted.

Contractor’s Signature: ____________________________ Date: ______________________

Name of Project Coordinator/Manager at UofT: _________________________________

Amount of time programmed on FOB: _________________________________________

EIS Authorization: __________________________________________________________

Note: A key FOB shall not be programmed without signed Authorization from EIS. Key FOBS shall be programmed by the UofT lock shop. Contractor must return expired key FOBS to the lock shop on completion of the project.