

Request for contractor access to U of T LAN and data equipment rooms

Regulations

The following regulations will 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.
9. A key fob must not be programmed without signed authorization from EIS. Key fobs will be programmed by the Facilities & Services lock shop. The contractor must return expired key fobs to the lock shop on completion of the project.

Sign-off for access request

Project title:

Name of building and building code:

Rooms to be accessed:

Date of required access, from: To:

Name of person(s) requiring access:

Purpose of work:

Contractor's signature:

Date:

Name of project coordinator/manager at U of T:

EIS authorization: