

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.