

Data Centre Policy

General Policies

- i. No food, drink or smoking is allowed.
- ii. No photograph, video or audio taking in any form is allowed.
- iii. Loss of access card must be reported immediately to the Operation Team.
- iv. All visitors' belongings such as bags are subjected to inspection by Operation Team at their discretion, for suspicions of any dangerous items such as flammable objects and liquids.
- v. No running or 'horseplay' is allowed.
- vi. No items shall be left unattended or blocking the passage.
- vii. All equipment coming in/ going out of the Data Centre must be approved by the Data Centre Operation Manager.
- viii. Points of access and sensitive areas in the Data Centre are monitored by CCTV system.

Visitor Registration

- i. All visitors MUST register at the entrance of Data Centre.
- ii. All visitors MUST display their visitor passes prominently at all times.
- iii. All visitors are required to be in appropriate dressing attire when visiting the Data Centre. For examples, slippers, sunglasses, helmet and dirty boots are not allowed entering the Data Centre.
- iv. All visitors MUST clear unwanted items brought in by themselves before leaving, such as, cables, bags, papers, jackets, etc.

Delivery and Staging Area

- i. All equipment is required to be staged in the staging area before being set up inside the Data Centre.
- ii. Upon arrival of equipment, Operation Team will ensure and verify the number of boxes. Operation Team will not open the boxes and account for items inside.
- iii. Operation Team will inspect the physical conditions of the boxes. If there is any damage to the boxes, Operation Team will not accept the delivery without sender's verifications.