

Data Center Visitor Procedure and Confirmation

Background

The purpose of this procedure is to outline the security measures that must be followed when visiting the University of Cincinnati (UC) data center facility. The UC Data Center houses university data classified as Export Controlled, Restricted and Controlled. Because of the sensitive nature of this data, procedures must be adhered to at all times.

Please retain the first two pages of this document for your reference and forward the completed third page to:

Dave King
UCIT Data Center Operations
G95 Medical Services Building
ML 0147

Procedure

- The UC Data Center is accessible only to US Citizens/Green Card Carriers. There are **NO** exceptions.
- It is mandatory that an accurate accounting of those entering the Data Center be kept; both electronically and on paper.
 - Each person **entering** the data center is required swipe their ID Badge upon entry and complete the visitor log located inside the back door in G95A.
 - Each person **exiting** the data center is required to enter their “time out” into the visitor log and swipe their ID Badge.

Audits are conducted comparing the visitor log, badge swipe and video camera footage to ensure that **each and every individual** entry/exit is accounted for via the log and the swipe.

- ID Badges must be worn and visible at all times while in the Data Center.
- All visitors/vendors are to be given a temporary visitor’s badge. It must be visible while in the Data Center and relinquished upon exit.

- All UCIT equipment and/or significant network changes (installation/de-installation) must go through the UCIT Change Management and/or GetIT processes PRIOR to performance. Co-locators are only required to complete the GetIT process. All GetITs are then approved by the Facilities Coordinator prior to implementation.
- Any vendor or contractor working in the Data Center must also be a US Citizen/Green Card Carrier. Responsible UC personnel must be listed as their sponsor on the log sheet and must accompany them at all times (or prior arrangements must be made with DCO).
- It is prohibited to touch any equipment other than that for which you have responsibility.
- All parties entering the Data Center must clean up after themselves. No material is to be stored on the floor or within the racks. Any construction debris is to be removed upon completion. Borrowed tools shall be returned to their rightful place.
- Students entering the Data Center must be accompanied by a full time UC employee.
- Each person must confirm that the door is **closed securely** when entering/exiting.
- Food and drinks are prohibited in all raised floor areas with the exception of designated office areas.
- No photographic equipment is to be used in the Data Center without prior approval from DCO Management.
- All deliveries coming to G95 must be coordinated with the Facilities Coordinator. Small deliveries must be routed through UC Central Receiving (792 East McMillan Street). Large equipment deliveries are to be coordinated directly with the Facilities Coordinator. Concerned parties will be notified when deliveries arrive.
- Practice due diligence for safety and security at all times.
- Failure to comply with DCO procedures may delay repairs /deliveries /installations until appropriate personnel are contacted and **could result in lost access privileges.**

Contact Information

Data Center and Infrastructure Architecture

kingdc@uc.edu

Related Links

[Data Center Visitor Policy](#)

History

Revised: 2/24/2016

Revised: 2/22/2019

Data Center Visitor Procedure User Acceptance

By signing this form, I acknowledge that I have read and clearly understand my responsibilities as a consumer of Data Center resources and will abide by the above terms and conditions for use of these facilities. If the propriety of any situation is unclear, I will ask for clarification from the Data Center Operation staff before proceeding.

Employee Signature

____/____/____
Date

Printed Name

Dept Name

Campus/Bldg.#/Room

Phone#

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