I. PURPOSE

The purpose of this procedure is to ensure that access to the McVey Hall Data Center is controlled and limited to authorized persons only.

II. PROCEDURE

A. General Access Procedure:

1) Authorized access to the McVey Hall Data Center (Rooms 57, 58, 59) is limited to card access via room 59, or card access via room 57.

2) The Data Center Operations Manager approves cardholder access for the Data Center. Card access is restricted to Operational Services staff.

3) Every individual who enters the McVey Hall Data Center must follow the sign-in procedures.

B. Sign-In Procedure:

1) Every individual entering the Data Center is required to sign the “Visitor Log”. Courtesy sign-ins (i.e., an individual signing in for one or more other individuals) are not permitted. Each person is responsible for signing him or herself into the Data Center and signing him or herself out when their activity is complete.

   The following information is required in the “Visitor Log”:
   a) date,
   b) name,
   c) company/department,
   d) purpose of visit,
   e) time in and
   f) time out.

2) All visitors must be accompanied by a UKAT Operational Services staff member.

   a) The UKAT Operational Services staff member is responsible for ensuring that the visitor has signed his/her name legibly.

   b) A photo ID check is required for visitors who are not known by the staff.

   c) In all questionable situations, check with the Data Center Manager.

3) An individual, who has gained entry to the McVey Hall Data Center area without card access or without signing the visitors’ logbook shall be considered to be a trespasser. UKAT Operational Services staff shall challenge such individuals and require they follow proper procedure by signing the visitors’ logbook. If the individual fails to immediately comply with this request, UKAT Operational Services staff shall inform them that they are
trespassing and will be reported. If the person still does not comply, UKAT Operational Staff shall contact the McVey Hall Data Center Operations Manager and/or Campus Police and report the act of trespass.

4) If a UK Physical Plant employee requires frequent access to the Data Center, that employee may be approved by the McVey Hall Data Center Manager to sign out a temporary access card for the day. Following the sign-in procedure is still required.

5) All McVey Hall Data Center tours must be approved in advance by the McVey Hall Data Center Operations Manager. All tours will be guided by an UKAT employee who will be responsible for ensuring all tour participants follow sign-in and operational procedures. For large groups, an exception to the sign-in procedure may be granted to allow the leader of the tour to sign in the group en masse if an acceptable list of all the participants is provided. This list shall be attached to the visitor’s log.

III. REVISION HISTORY

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Primary Author</th>
</tr>
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<tr>
<td>02/06/15</td>
<td>Updated</td>
<td>B.Adkins</td>
</tr>
<tr>
<td>03/12/2015</td>
<td>Converted to ISPR format and published on the UKAT Security website</td>
<td>M.Carr</td>
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