

Regulations for visitors of Atman Data Center Katowice (KTW-1)

Updated: 04.05.2017

Definitions

- ◆ Atman DC – colocation services are offered in 3 data centers under the Atman brand name:
 - Atman DC Warsaw-1 (WAW-1), ul. Grochowska 21a, Warszawa
 - Atman DC Warsaw-2 (WAW-2), ul. Konstruktorska 5, Warszawa
 - Atman DC Katowice (KTW-1), ul. Uniwersytecka 13, Katowice
- ◆ Reception Desk – ATM S.A. reception desk at Atman DC

General provisions

- ◆ Each visitor to Atman DC shall follow the rules presented below.
- ◆ Instructions of the service staff shall be followed when visiting Atman DC.
- ◆ The ID tag received at the Reception Desk shall be put in a visible place.
- ◆ An amendment to the Regulations for visitors of Atman Data Center shall not constitute an amendment to the telecommunications services delivery agreement.
- ◆ Any abnormal situations observed in behavior of people's or equipment, which could affect the safety of the facility, should be immediately reported to the CD Atman staff.

Entry, exit and bringing in the equipment

- ◆ Atman DC may be only visited by persons with permanent or temporary authorization.
- ◆ Before entering and leaving Atman DC, it is necessary to report to the Reception Desk in order to verify the authorization and log the visits. The verification is performed based on proof of identity (such as an ID card, passport or driving license).
- ◆ All computer and telecommunications devices brought in for installation at Atman DC are recorded. It is necessary to report them at the Reception Desk.
- ◆ Removing any computer or telecommunications devices out of Atman DC is recorded. It is necessary to report it at the Reception Desk.

Restrictions

It is forbidden to:

- ◆ Take photographs, make movies and audio-video recordings;
- ◆ Bring in and/or consume drinks and/or meals at Atman DC;
- ◆ Smoke tobacco;
- ◆ Conduct hazardous works which may pose a fire risk, or works which may activate alarm systems, such as fire extinguishing system (i.e. by soldering).
- ◆ Operate any switches, controllers or any other pieces of the server room equipment.

- ◆ Lift technical floor panels, open suspended ceiling panels and access the space under the technical floor or above the suspended ceiling. Work in such spaces is only allowed after having received special consent from the Atman DC personnel and in each case is subject to verification.
- ◆ Block doors in a way that will prevent them from being closed by door closers or any other mechanism.
- ◆ Let other people into a room.
- ◆ Store any materials which would increase the fire or explosion hazard (such as equipment cardboard boxes, flammable or explosive materials etc.).

Emergencies –fire protection system activation

Activation of the early warning fire system is indicated by acoustic and visual signals. Alarm signaling devices are located in each of the protected rooms and in the corridors leading to these rooms. If the above mentioned system is activated, it will be necessary to immediately leave the room/building without waiting for the service personnel, and go to the Reception Desk, where further instructions will be given. Some doors may only be opened by an access card with appropriate authorization. In such case, it will be necessary to use the emergency door opening button installed in the green box near the respective doors. It will be necessary to break the glass and press the button inside the box.

Contact data

In order to contact the appropriate Atman services, please call the following extension numbers from the public phone installed near the entrance to Atman DC KTW-1:

- ◆ **Atman DC KTW-1 Service Team – 22 51 56 888** (entries/exits, taking equipment in and out, power supply, air-conditioning)
- ◆ **BOK (Customer Service) – 22 51 56 800** (changes in the lists of authorized personnel)
- ◆ **NOC (Network Operation Center) – 22 51 56 160** (cases related to link and telecommunications service faults)
- ◆ **Security Staff – 32 603 00 08**



Certificate No. FS 602564



Certificate No. FS 602564

