

Regulations for visitors of Atman Data Center

(Valid from 1'st of April 2018)

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

- An amendment to the Regulations for visitors of Atman Data Center shall not constitute an amendment to the services delivery agreement.
- Each visitor to Atman DC shall follow the Regulations for visitors of Atman Data Center.
- Instructions of the service staff shall be followed when visiting Atman DC.
- The ID tag received at the Reception Desk should be placed in a visible place.
- Any abnormal situations observed in behavior of people's or equipment, which could affect the safety of the facility and people, 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.
- Each visit to the Atman DC should be advised at Customer Service (BOK) along with giving the persons advised and the purpose of the visit.
- 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 the document with the photo confirming the identity (such as ID card, passport, residence card, 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.
- Atman DC employees have the right to inspect the passenger and luggage compartment of vehicles entering and leaving Atman DC.
- In case of suspension by ATM S.A. provision of Services to the Customer, in accordance with the provisions of the Agreement, access for the Customer to the space used in the Atman DC is possible with a prior written notification of ATM SA by at least 7 days, within the time limit set by ATM S.A. and under the supervision of designated by ATM SA persons. In addition, as of the date of suspension of the Services, all granted to the Service Recipient or granted by the Customer permanent or temporary rights to stay in the Atman DC shall expire.

Service of shipments

- Each postal or courier shipment to Atman DC requires its prior notification in BOK, with information about its dimensions, weight, content, estimated delivery time, the serving company, the recipient and the consignment note number if it is given.
- Shipments that are not ordered and unmatched Atman DC does not accept.

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 and using e-cigarettes (electronic nicotine inhalers);

- 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.

Security systems

Atman DC security is supported by the Access Control System, Intrusion and Burglary Signaling System and CCTV Supervision Television. The system administrator is ATM S.A.

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:

Service Team:

- WAW-1 – 22 51 56 193
- WAW-2 – 22 51 56 195
- KTW-1 – 22 51 56 888

Advice on visits and shipments, changes on the lists of authorized persons, link and telecommunications service faults:

- BOK – 22 51 56 800 (bok@atman.pl)

Entries/exits, taking equipment in and out:

- Reception Desk Atman DC WAW-1 – 22 51 56 100
- Reception Desk Atman DC WAW-2 – 22 51 56 105, 691 493 367
- Security Staff KTW-1 – 32 603 00 08



Certificate No. FS 602564



Certificate No. IS 524327

