

INDUCTION CHECKLIST

UFV IT SERVICES RESTRICTED ACCESS AREAS

Prior to entering UFV IT restricted access areas

Pursuant to SOP# 1-ADM-34 IT Please note the following cautions and directives for rooms Abbotsford B157, B104, CEP A0026, T1127.

CAUTIONS AND WARNINGS:

- Door access requires 2 factor authentication (card + pincode). Temporary access is only available under escort by an authorized user. SOP# 1-ADM-34 IT .
- Doors are alarmed. If held open more than 30 seconds a silent alarm will result in an on-site security response. Keep doors closed except for entry/egress.
- Inside the main door (Abbotsford B157, CEP A0026, T1127) is an emergency power shutoff switch with a removable cover and turn-key. This shuts down power to the entire data centre. **DO NOT TOUCH**
- The Liebert cooling unit (B157) is a critical system. Only authorized personnel from UFV or qualified service technician should access the controls.
- The Uninterruptible power supply (B157, A0026, T1127), is a critical system running high voltage. Only authorized IT personnel, or a service technician should touch the controls or open the units.
- Beware of high voltage in the overhead busway over the racks and in feeds from UPS. (ABB B157, CEP A0026).
- Beware of high voltage in the main breaker panel and contactor. Breakers or contactor should only be operated by authorized IT personnel or electricians doing pre-approved repair or maintenance.
- In-room fire suppressant is an extreme last resort and should not be activated, except in response to out of control fire or by certified technicians performing pre-authorized testing and maintenance.
- Welding or any repair maintenance activity which might cause smoke or significant heat is not allowed without express authorization from IT Services and Facilities as alarm and sprinler systems must be temporarily disabled.

- Some equipment racks are mounted on iso-bases. These are meant to protect the equipment from seismic shock in the case of an earthquake only. Do not lean on or attempt to move the racks unnecessarily as this could risk damage to equipment and cabling.
- Equipment racks contain critical and sensitive equipment. Do not open a rack except to work on equipment you have been authorized to maintain.
- Equipment racks contain multiple fibre connections. Never look directly into fibre ports or patch cables. Laser light emitted poses risk of serious and permanent vision damage if safety precautions are not followed. All unused fibre ports must have covers installed. Connections should only be maintained by qualified personnel.

ENSURE YOU HAVE:

- Requested and scheduled access from UFV IT Services
- Submitted an IT Restricted Access Scope of Work for approval (Contractors)
- Had a safety briefing from authorized UFV IT staff
- Read, checked, and signed the induction checklist and submitted a signed copy

- Vetted Access Approval (Unmonitored Access) per: 1-ADM-34 IT

Approver Initials: _____

Sign-Off by Applicant and Approver (as witness)

Name	Signature	Date

Please refer to SOP# 1-ADM-34 IT IT Restricted Access Area Standard Operating Procedure

Official versions of all documents are maintained by UFV Emergency Management