



Data Center Physical Access Request Form

The Division of Technology and Communication maintains information assets on behalf of CSU Channel Islands in access-controlled areas. Physical access to these secured areas is restricted to a defined set of University employees who are responsible for the operation of computing, network, and telecommunication resources, and have a business need for regular access to these facilities.

Guests who require access to these areas to carry out legitimate business functions may be escorted by sanctioned T&C staff into these areas. Escorts must be present at all times if security cages are unlocked or guest requires access into the caged areas.

Prior to accessing a secured area, each requestor must complete, sign and date the following statement:

- I understand that my access to T&C information assets is approved solely for performance of my assigned duties as an employee of the University or as contracted by the University, and not for any other reason.
- I will take appropriate measures to preserve the security of the designated area that I am authorized to enter and the equipment therein.
- I agree that I am responsible for all activities that I carry out during my access period.
- I certify that I have read, in its entirety, the Business Practice that pertains to Physical Access to T&C Facilities, BP-03-003, and do hereby declare that I will abide by those guidelines to the best of my ability.
- I will not allow any unauthorized persons to enter the data center while performing my functions there.
- I certify that I have completed all the necessary training including the fire safety training administered by Operations Planning and Construction and have received a general overview on the safety features of the Ojai Hall Data Center.
- I understand that lack of compliance with this policy can result in disciplinary action, in accord with CI human resource policies and collective bargaining agreements.



Division Of
**TECHNOLOGY &
COMMUNICATION**
C H A N N E L
I S L A N D S

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