Data Center Rules & Regulations

1. All Xecunet Clients and their representatives, employees, contractors, agents, invitees, and users of Clients' facilities and all Xecunet contractors, vendors, invitees, or agents ("Authorized Persons") are subject to these Rules and Regulations in connection with their use of or access to the Xecunet Data Center and/or Services.

2. All power and power distribution must be provided and installed by Xecunet personnel. In the event that an Authorized Person wishes to provide their own power distribution, Xecunet personnel must perform the installation. Client provided power distribution is subject to approval by Xecunet, and must meet current Data Center standards. This includes but is not limited to: Power surge protection provided by fuses or breakers. Proper UL ratings. Not recalled from manufacturer.

3. Connecting one power strip into another, also referred to as 'Daisy-Chaining' is not permitted under any circumstances. Daisy-Chaining not only presents a fire-hazard but also presents the potential to overload a power circuit resulting in a loss of power to a power strip, receptacle or complete bus.

4. Xecunet expects all Authorized Persons to adhere to the 80/20 rule regarding power consumption. This requires that typical power usage is not to exceed 80% of total power available per power circuit.

5. An Authorized Person is not permitted to and shall not approach, handle, use, inspect or examine any equipment, cabinets, deployed Mobile Terminals or floor space, other than their own.

6. An Authorized Person is not permitted to and shall not at any time disclose the identity of any Xecunet clients.

7. The Xecunet building shall be kept neat and orderly at all times. Authorized Persons shall remove all of their trash and debris upon departure from the building. Xecunet shall have the right to remove and discard any trash and debris left in the Xecunet building in violation of the foregoing, and to charge the Authorized Person for such trash removal. Trash receptacles are provided outside of the data center in the console room.

8. Flammable items (ie; cardboard and paper) are not to be stored within any co-located space throughout the datacenter. These items filch humidity from the air, present a fire hazard and introduce dust contaminants into the air.

9. At the conclusion of any work in the Data Center, the Authorized Persons shall ensure all cables are routed and dressed neatly in cabinets and all doors are closed and locked and the equipment or area is left in a closed, orderly, and secure manner. The Authorized Persons may bring into the Data Center tools and portable test equipment, approved by Xecunet, provided that the Authorized Persons are responsible for and remove or secure the same upon their departure from the Data Center. Any Authorized Person utilizing the Mobile Terminals will be responsible for securing all of their own equipment, documents, and supplies.

10. Dollies, carts, tools, and Mobile Terminals are available on a first come basis and should be returned when not in use.

11. Any and all equipment, including Client Equipment, operated within a Data Center must be configured and operate at all times in compliance with the applicable manufacturer's specifications, including, without limitation, any specifications as to power consumption and/or clearance requirements.

12. In the event that a hardware failure of any equipment results in an audible alarm being emitted from the equipment, the Client will be asked to resolve such alarm within 14 days of being notified of its existence. Alarms of this type are disruptive to other Authorized Persons using the data center facilities and also impair the ability of Technical Support staff to identify other audible alarms on client equipment or data center infrastructure during facility walkthroughs.

13. No sign, advertisement, notice or object shall be displayed by a Client or Visitor in or on the exterior of the Data Center walls, doors, ceilings, racks, or cabinets without Xecunet's prior approval.

14. No Authorized Person shall bring into or keep upon the Data Center premises any hazardous, combustible, explosive, or otherwise dangerous fluid, chemical or substance at any time.

15. No acids, vapors or other materials shall be discharged or permitted to be discharged into the waste lines, vents or flues of the Data Center.

16. Authorized Persons may not bring or use any of the following in a the Data Center:

    a. Tobacco Products
    b. Explosives
    c. Weapons
    d. Chemicals
    e. Illegal Drugs
    f. Electro-Magnetic Devices
    g. Radioactive Materials
    h. Photographic, Video or Audio Recording equipment of any kind

No food and/or drink will be allowed under any circumstances in any of the data center spaces. Any breach of this policy will result in immediate loss of access privileges.

17. Xecunet reserves the right to inspect all objects to be brought into or taken out of the Data Center and to exclude from the Data Center all objects which violate any of these Rules and Regulations. Xecunet may require any person entering or leaving the Data Center with any package to document the contents of the package.

18. All Xecunet provided connections to and from Client Equipment will be clearly labeled by Data Center Operations personnel using the standard Xecunet labeling code. It is imperative that these labels remain intact so that Xecunet personnel can easily identify and troubleshoot any of the services it provides to a client.

ACCESS CONTROL

1. Only those individuals specifically identified by the Primary Contact (PC) of the Client may access the Data Center ("Permitted Individuals").

2. It is the Client's Primary Contact (PC)'s responsibility to notify Xecunet of any change in Client's Authorized Access list, or the identity of those who can and cannot provide Xecunet with such a list. The appropriate access forms must be completed for each person authorized on a client account. Xecunet may rely on the most current Authorized Access list in deciding who shall gain access.

3. Client's Permitted Individuals shall stay in the vicinity of their own equipment when in the Xecunet facility and Visitors shall stay in the vicinity of their own equipment or work or shall stay with a Xecunet escort while in the Xecunet facility.

4. All guests of Permitted Individuals are required to log in upon entry, provide a driver's license or other government issued photo identification, are then issued their Xecunet badge for access into and throughout the Data Center. No child under the age of sixteen may enter the data center areas. Xecunet will retain the guest's identification in exchange for the badge. The badge must be returned before the guest leaves the Data Center. Xecunet reserves the right to deny access to any guest, at any time, for any reason.

5. "Tailgating" is prohibited. Tailgating is defined as the act of following a badged individual through access controlled doors without following proper registration and authorization procedures. Xecunet considers it the responsibility of badge carriers to ensure unauthorized individuals do not follow them through access controlled doors. Failure to abide by this rule may result in immediate loss of access privileges.

6. Authorized Persons shall not access any portion of the Data Center (except for the lobby, conference rooms and Staging Areas), including without limitation, the building roof, electrical or communications closets, the Data Center ceiling or floor, without prior consent from Xecunet and without a Xecunet escort.

MODIFICATION OF RULES AND REGULATIONS

Xecunet reserves the right to change these Rules and Regulations at any time, provided that the Client is informed in advance of any such change. Xecunet Clients' Visitors are responsible for regularly reviewing these Rules and Regulations.

_____
Company Name

_____
Authorized Employees Signature

_____
Primary Contact (PC) Name

_____
Authorized Employees Name

_____
Date

_____
Primary Contact Signature

Please Fax this completed form to 240-215-0347 or submit a scanned copy to support@xecu.net