



# UNITI USE RULES & POLICY CRITICAL ENVIRONMENT WORK RULES

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## JUNIOR USE RULES POLICY CRITICAL ENVIRONMENT WORK RULES

~~circuits can be used to provide communications if the PBX fails.~~

- ~~Some facilities support the user has the capability of mode connection for remote diagnostics or operation. Modes may be logged in only when an authorized DCIM staff member is present. Connections must be unlogged upon completion of the work.~~

### COMPUTER ROOM SPECIFIC WORK RULES

- ~~All work to be performed on or under the computer room raised floor, in the ceiling or on any related infrastructure support equipment must be scheduled through Change Control if it has any potential for impacting computer operations. Exceptions shall only be granted by the DCIM Management on a case-by-case basis.~~
- ~~Do not touch any equipment unless it is specifically identified in your MOP.~~
- ~~Pie cutting, die threading, cement cutting or other drilling within the computer room is only permitted if it cannot be done outside the room. In such cases, eh~~





## JUNITH USE RULES POLICY CRITICAL ENVIRONMENT WORK RULES

### METHOD OF PROCEDURE (MOP)

- ~~More than 50% of all data center site infrastructure failures are coincident with maintenance or other human activity. To control the risk of an unintended failure, a MOP is required for all work that may even remotely affect customer operations. DCIM Staff is responsible for determining which infrastructure system work activities shall require a MOP. The MOP may be prepared by DCIM Staff or by the outside vendor performing the work. DCIM Management is required to sign off on the MOP. A Tenant Work Procedure Plan (WPP) or MOP is an acceptable alternative to a DCIM MOP for work occurring in common areas so long as all applicable requirements are addressed.~~
- ~~The MOP shall include a summary, in non-technical terms, of the work to be done, the expected work duration, the planned time and date, and the potential downtime risks (utilizing the DCIM Data Center's risk level definitions).~~
- ~~The MOP shall contain a "back-out" paragraph which discusses what shall happen if unexpected conditions are encountered, how shall make the decision of what to do, and how original conditions can be restored. Part of this paragraph shall identify at what point it is no longer possible to back-out from the work that has already been done.~~
- ~~The MOP shall also identify the work to be done in elaborate technical detail, as a "script", including the tools required, the skill level of the people~~









## J I N T H USE RULES P L I C Y CRITICAL ENVIR NMENT W RK RULES

3. Before any work can begin, the Supervising Technician/Mechanic must notify DC M Staff, and an escort/observer may be provided.
4. Remove no more than 5 raised floor tiles from any area at one time. This will reserve static reserve, prevent the raised floor from shifting or collapsing, and minimize the risk of electrical equipment falling through. Mark all open floor tiles with safety cones or other barriers.
5. No open torches or welding equipment are permitted in the building unless a Hot Work Permit has been approved.
6. Only DC M Staff may authorize valves to be turned on or off.
7. When draining a





# UNITI INTERNAL USE RULES POLICY CRITICAL ENVIRONMENT WORK RULES



## J I N T H USE RULES P L I C Y CRITICAL ENVIR NMENT W RK RULES

hard are circuit. Those authorized to energize and de-energize circuits are listed in the Facilities office. The Facilities representative shall personally tie-ratist lock lugs and receptacles together in the approved manner to prevent future inadvertent disconnection.

- x. Facilities shall immediately update the existing Panel schedule (within the panel) and record the initials of the person doing the work and the date.
- c. Facilities shall enter all as-built" computer equipment and circuit information in the master PDU or RPP panel schedule program immediately upon completion of work. Enter the physical tile location where the server cable assembly actually terminates. Facilities shall create new Panel schedules and computer equipment labels (with server source information) and install them on the PDU or RPP and computer equipment by the end of the next business day.

### REMOVAL OF COMPUTER EQUIPMENT POWER CABLES AND CIRCUIT BREAKERS

1. Computer operations shall create a formal Work order containing the following elements:
  - a. A summary sheet describing the work to be done and the date and times expected.
  - b. A separate sheet for each piece of equipment identifying the floor tile location, the equipment to be removed, and any special instructions.
  - c. A floor plan identifying the floor tile locations for each piece of equipment to be disconnected.
  - d. A M P shall be created for the work planned.
2. Computer operations or Facilities shall use the Work order information to request Change Control Approval.
  - a. Computer operations and Facilities shall perform a walk through (rehearsal) of all steps in the M P. A back-out plan shall be part of the rehearsal.
3. Schedule work under the raised floor and in the PDU only when you have received Change Control Approval. Comply with these procedures:
  - a. Anyone involved in the work activity may halt the work at any time due to a safety concern.
  - b. Do not disconnect any lugs or turn off an active circuit until the Facilities staff members have independently determined the circuit is inactive. This involves both:
    - i. tracing the cable and determining nothing is connected to the other end and;
    - ii. testing the circuit using a clamp-on ammeter and determining that no current is flowing.
  - c. Once the circuit has absolutely been determined to be inactive by the Facilities staff member shall open the circuit breaker and:
    - i. Tag the circuit breaker open and lock it if possible
    - ii. Update the panel schedule
  - d. Do not leave any inactive server cable assemblies under the raised floor. All inactive server cable assemblies must be removed once the circuit breaker feeding the has been turned OFF.

At least two qualified people are required to work together to remove server equipment. This document is confidential and/or proprietary information. It is not to be distributed, copied, or otherwise used in any form or by any means, without the prior permission of Uniti Fiber LLC.



## JOINT USE RULES POLICY CRITICAL ENVIRONMENT WORK RULES

- cable assemblies.
- ii. Remove every other floor tile along the cable route (to a maximum of 1 foot) during removal to prevent damage. Fewer tiles should be removed if static resistance cannot be maintained.
  - iii. Handle all cable removals in short pulls of 1 foot maximum.
  - v. Remove disconnected equipment and server cables from the computer room at the end of each shift.
- e. Enter all modified computer equipment and circuit information in the master PDU or RPP panel schedule program immediately upon completion of work. Create new Panel schedules and install them within the PDU or RPP immediately upon completion of work.