ACCESS TO TELECOM ROOMS

AGREEMENT FOR STAFF AND CONTRACTORS

McGill Security Services (Security) is responsible for managing the level of access control to all of the University's telecom rooms. Access to these rooms will be granted on a controlled basis. McGill NCS will authorize the access to the rooms, and the necessary cards or keys will be issued by Security Services.

Access to the University's telecom rooms is controlled by either card readers, Medeco keys or special padlock keys. Anyone requiring access to telecom rooms must apply at NCS (398-4357) for the proper authorization, and proper justification for the request must be provided. An entry MUST BE MADE in the logbook in telecom closet anytime a closet is accessed. Failure to log an access will result in the revocation of entry privileges.

ACCESS REQUIRED FOR McGill STAFF

Requestor acknowledges that Security issued keys cannot be transferred. They must be returned to Security when they are no longer required. If these keys are lost, the Department\Faculty for which the requestor works is responsible for the cost of re-keying of all the specific locks that these keys open, and the requestor assumes full responsibility for damage, accidental or not, that may occur to equipment in these rooms if it is demonstrated that it is due to a lack of control of such keys.

Every department is accountable for the keys issued to their respective employees and Security will periodically conduct audits to verify the adherence to the policy.

ACCESS REQUIRED FOR CONTRACTORS

Requestor acknowledges that Security issued keys cannot be transferred. They must be returned to Security when they are no longer required.

A penalty of $300 shall be deducted from the Contractor's invoice to compensate for each lost key. The Contractor is also responsible for the cost of re-keying of all the specific locks that these keys open, and he/she assumes full responsibility for damage, accidental or not, that may occur to equipment in these rooms if it is demonstrated that it is due to such employee of the Contractor.

Every Contractor is accountable for the keys issued to their respective employees and Security will periodically conduct audits to verify the adherence to the policy.

KEYS/CARDS HELD BY REQUESTOR

<table>
<thead>
<tr>
<th>Access card #</th>
<th>Medeco key #</th>
<th>Padlock key#</th>
<th>Building</th>
<th>Room #</th>
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REQUESTOR’S COORDINATES

The Requestor agrees to all the conditions set forth under the terms of this agreement.

STAFF:

NAME: _____________________________________

DEPARTMENT: ______________________________

SIGNATURE: ________________________________

McGILL ID: _____________  DATE: ______________

FOAPAL __________ - __________ - __________ - ______ - ______ - ______

JUSTIFICATION:

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

CONTRACTOR:

NAME: _____________________________________

COMPANY: _________________________________

SIGNATURE: _______________________________

DATE: _____________________________________

________________________________________

AUTHORIZATION

NCS:

________________________________________

Signature  Date

Facilities:

________________________________________

Signature  Date