**KIRZ Data Center Access Request Form**

## Notes

1. Visitors are to exchange their ID Card, Passport, Driver License or Employee Badge/Card (with photograph) for an identification badge and/or security pass and to return them after the intended use.
2. Visitors must display all KIRZ’s identification items prominently.
3. KIRZ reserves the right to grant, reject or revoke access to its Data Center as it deems appropriate.
4. Visitors are not allowed to access areas in the Data Center other than those identified for their intended purpose.

**Information**

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| --- | --- | --- | --- | --- | --- |
| Customer Company: |  | Location of Data Center: |  | Area of Activity (Rack Number): |  |
| Access Date: |  | Start Time: |  | End Time: |  |
| Purpose of Visit: |  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name - Surname | Email | ID Card No. | Phone No. | Car Brand | Car License Plate | Job Details |
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| --- |
| Authorized Customer |
| ……………………………………………………..  ( )  Date………/…………/………. |

**Internal KIRZ Staff**

|  |  |  |
| --- | --- | --- |
| Note/Comment: | | |
| Engineer Name (Open Rack): | Signature: | Date: |
| Engineer Name (Close Rack): | Signature: | Date: |
| KDC Senior / Manager Name: | Signature: | Date: |