



IT-Operations Policy

Policy Number Revision
11 1

SUBJECT ACCESS TO THE MAIN COMPUTER ROOM

APPROVALS

IT Operations Manager: (Signature on File) Date:
Corporate Services Manager: (Signature on file) Date:

EFFECTIVE DATE

August 16, 20XX Revision:

PURPOSE

To clarify allowed access to Logo's Main Computer Rooms.

POLICY

Access to the computer room is restricted to specific job titles. The following job titles that require access to computer room include:

Systems Operators (sysops)	DBAs
IT Techs	Network Administrators
Helpdesk	Corporate Services (Facilities)
IT Managers	

REQUESTING ACCESS

Individuals in the previously listed groups may be granted badge access immediately upon employment. If an individual outside of these groups requires access, the individual's Manger must send an e-mail requesting access to the IT Computer Operations Manager. Copy the IT Director on the e-mail.

If the IT Computer Operations Manager agrees to grant access, then the IT Computer Operations Manager will contact the Corporate Services Manager and then request a change to the individual's badge access abilities.

VENDORS

Occasionally, the following vendors will need access to the Computer Room:

Vendor Repair Personnel
HVAC Repair Personnel
Supply Restocking Personnel (Paper, etc.)

In the case of All Repair Personnel, the Lobby personnel must to contact Sysops to request an escort for the service person. A Sign-In sheet will be located outside the door to the Computer Rooms. All Repair Personnel entering the computer should sign in and state their business. At the end of their repair work, all Repair Personnel must sign out on the sign in sheet and at the front desk, when complete with their tasks.

COMPUTER ROOM VISITORS

There will be times when tours of the Computer Room are required. Typically, tours occur during employee orientation. During the tour, at least one member of the Systems Operators or an IT Manager must be present. Remind individuals on the tour to “look but don’t touch”.

CONSEQUENCE OF A VIOLATION

For a first violation, a verbal warning will be issued to the unauthorized person. For a second violation, a Letter of Reprimand will be placed in the individual’s personnel file. For the third violation, penalties may range from loss of pay to reduction in responsibilities or termination.

