



## JOINT HOUSE RULES POLICY DATE CENTER LOADING DOCK RULES

For safety and security, the following rules shall be adhered to by all employees, tenants, and vendors with access to the Loading Dock.

1. Opening Double Doors. The Loading Dock double doors (inside and/or outside) shall not be opened without first contacting Uniti Fiber Data Center Operations. Use the intercom in the Loading Dock. If no answer, contact Operations on their 24 hour cell phone – 251-510-8572.
2. Security Measures. The outside double doors leading into Shipping & Receiving from the Loading Dock are to remain closed while the Loading Dock interior double doors are open. This typically makes receiving materials a two step process: (1) the materials are unloaded from the truck and staged in the loading dock room, (2) the outside double door is closed and the materials are moved from the loading dock room. Do not provide access to unknown persons into the building. Call security with any concerns.
3. Staging Only. The Loading Dock room is intended for temporary storage and is not considered a secure location. All materials should be removed from the Loading Dock promptly to their final destination. Contact Uniti Fiber Data Center Operations to request deviations from this rule.
4. Large Shipments. In the case of a very large shipment, Uniti Fiber Data Center Operations may allow the double doors leading into Shipping & Receiving to be open at the same time as the roll-up doors in the Loading Dock. Approval must be granted by Data Center Operations, and a security officer must be stationed in the Loading Dock room before both sets of doors are open. The security officer is in addition to the person receiving the materials. Advance notice is recommended for prompt response.
5. Drivers. Drivers may enter the Loading Dock room to deliver materials without receiving visitor passes from Data Center Operations. The driver must be escorted at all times while in the Loading Dock room. Persons needing access to any other portion of the building must first register as a visitor with Data Center Operations.
6. Housekeeping. The Loading Dock area shall be kept neat and orderly, with loading equipment in its original location. Debris on the floor and equipment out of place looks unprofessional and presents potential safety hazards. Persons utilizing the loading dock and shipping and receiving areas must clean up their debris immediately. Waste pallets shall be immediately removed from the area and placed in the designated area for disposal.
7. Equipment Safety. Utilize equipment appropriately and safely. Inform Data Center Operations of any equipment malfunction or other problems.
8. Long-Term Storage. Any long-term storage of materials (more than a day) outside a Tenant's Premises must be approved by Data Center Management.
9. Waste Disposal. Dispose of waste appropriately. Utilize designated recycle bins for items such as card board (flattened), bubble wrap and hard plastics.