

Key Request Form Addendum OCCS Data Closets:

1. The key is not to exchange hands or be used by anyone other than the person of original issue without this approval process. If a keyholder is to allow anyone else in the closets, they agree to accompany the escorted person for the entire duration of the visit to the closet.
2. Under no circumstances shall any adjustments or modifications to building wiring infrastructure or connections made to network or telephone equipment unless it is done under the immediate supervision of an OCCS engineer or technician.
3. The keyholder becomes responsible for ensuring the security of the closet/facility when all work is finished. Closet doors shall not be propped open or lock plates/bolt receptacles impaired with tape or any other means of defeating the purpose of the door locks.
4. If for any reason work is to be done which may impact normal operations in a closet, i.e. power loss, water leaks/damage repair, keyholder agrees to provide advanced notice to OCCS (when feasible) prior to work commencing. Bonifide emergency conditions are excepted.

Each of these conditions is relative to our obligation to minimize all risks to physical and logical security of our information technology assets in compliance with Commonwealth of Virginia ITRM Standard SEC501-01. They shall be adhered to in addition to the procedures prescribed with the University Key Request Form. These are auditable standards and procedures so we must be in compliance. Please ensure that each of the keyholders acknowledge these conditions individually prior to issuance of the keys. This acknowledgement shall be attached to the key request form being kept on file.

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I understand the above requirements and will comply with all of them.

_____ Print Name	_____ UIN Number	_____ DATE
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_____ Signature	_____ Department	_____ Budget Code
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Employee's Supervisor

_____ Print Name	_____ UIN Number	_____ DATE
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_____ Signature	_____ Department	_____ Budget Code
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