

## Regulations for data centres and wiring closets

Version 2024-05-07

### 1. Introduction

This document clarifies the terms and conditions for access to data centres, tech rooms and electricity/tele niches at Swedavia's airports. In addition to this document, there are also terms and conditions specific to each service. Access to data centres can only be given once this document has been signed and there is a signed security agreement.

### 2. Your obligations

- 1) Airport Regulations must be followed.
- 2) Terms and conditions (specific to the service) for each delivered service must be followed
- 3) No unauthorised person may be allowed into the data centre or wiring closet.
- 4) Visitors are not allowed to be left unattended in designated rooms.
- 5) The logbook must be filled in when visiting the data centre.
- 6) To access rooms that are CNS-classified, all staff involved must be CNS-classified or wiring closet-slots must be ordered.
- 7) Photography with flash is prohibited since
  - a) it could trigger automatic fire extinguishers
  - b) it could cause bit errors in fibre transmission
- 8) All cabling and equipment must be halogen-free
- 9) All installed equipment must comply with the RoHS 2 Directive.
- 10) No connections of copper or fibre may be made in Swedavia's network or in another company's equipment without written permission from Airport Telecom.
- 11) No placement of equipment is allowed without a signed placement agreement.
- 12) Cabinet space is allocated through Airport Telecom at: +46 (0)770-111 538 or [airporttelecom@swedavia.se](mailto:airporttelecom@swedavia.se)
- 13) All cables must be adjusted in length; stretched cables or cables in coils are not permitted.
- 14) All installations must be made by a qualified professional
- 15) All packaging, trash and garbage must be promptly removed from the room.
- 16) All old equipment must be promptly removed from designated rooms.
- 17) A permit must be applied for through Swedavia for all hot work. Authorised staff who perform hot work must have a valid certificate. When hot work is performed, it must be possible to show a certificate and permit for each job.
- 18) If drilling in concrete has to be carried out, a vacuum cleaner with a special dust filter must be used.
- 19) No loose extension cords or electrical junction boxes may be installed in cabinets or racks.
- 20) Connection to power/electrical outlet must be done in consultation with Airport Telecom.
- 21) Swedavia's electrical- extinguishing and cooling facilities may not be touched without an order from Swedavia AB. Broken fuses, triggered RCD circuit breakers or other faults in the facilities must be reported to the airport immediately.
- 22) All active network components must be mounted to the rack or be placed on secured shelves and be labelled with the Customer's name. The labelling must be done so that it is permanent.
- 23) Installation of batteries for supplying power is not permitted without special permission from Airport Telecom. Central UPS is available as a service.

- 24) Lights must always be turned off after visiting the room.
- 25) Any anomalies in the room must be reported immediately to Airport Telecom, +46 (0) 0770-111 538 or [airporttelecom@swedavia.se](mailto:airporttelecom@swedavia.se).
  - a) Abnormal temperatures (above 25 or below 15 degrees C).
  - b) Flammable material or rubbish in the data room.
  - c) Moisture in the room.
  - d) Unusual sounds from fans (from ventilation system or installed equipment)
  - e) Alarm that is seen or heard
  - f) Deviations from security or safety generally in the data room or the immediate vicinity.
- 26) Alarmed doors may not be kept open, so that the alarm is triggered.
- 27) Doors with a card reader may not be opened with a key or turn of the lock so that the alarm is triggered.
- 28) Personal belongings, tools, ladders and other items that do not belong to the data room's standard equipment may not be kept there without the owner being present. All items found without an owner will be removed.

All direct costs arising from a failure to comply with any of the above points will be charged to the person who violated one of the above points.

### 3. Suspension of access

Access to the designated space can be suspended without warning if any of the above obligations are disregarded or if a government authority in some way requires more stringent security or safety requirements.

### 4. Coordination responsibility

Swedavia Airport Telecom is responsible for coordinating work environment issues at the shared workplace. Work environment risks and deviations are reported to 0770-111 538 or [airporttelecom@swedavia.se](mailto:airporttelecom@swedavia.se).

Applicant's signature:

*I hereby swear that I have read and understood the content of these regulations. If these regulations are not followed, I understand that my access to the data room can be suspended.*

Company
Access for the room/area:
Signature of the person for whom the access is concerned:
Name in block letters
Place and date:

Signature of the person in charge of Swedavia Security:  
(to be left blank by the company submitting the application to Airport Telecom)

Signature of the person in charge of/administering security:
Place, name and signature:

To be sent to: Swedavia Airport Telecom AB  
[airporttelecom@swedavia.se](mailto:airporttelecom@swedavia.se), Tel: 0770-111 538