

Swipe Card Receipt

Quick Guide

Requirements for access:

Lessee appointed registered responsible person(s) or function(s) may ask GC OMC to open access for named persons.

Access will only be given to facilities with customer's own equipment installed.

GC shall provide access to housing facilities to Lessee and Lessee visitors for the following purposes:

- To install, maintain, repair, and remove the Lessee equipment.
- To connect the Lessee equipment to Lessee's network.

GC will keep the lessee's primary access list with information on actual permanent access allowed persons updated at all times.

Further reference is made to conditions laid down in Service Level Agreement point "4.1. Conditions for granting access", which at all times must be complied with.

Permanent swipe card:

New Customers and/or their technicians, can obtain swipe card after confirmation from appointed registered responsible person(s) or function(s) at Lessee.

Lessee appointed registered responsible person(s) or function(s) will give GC at least 2 days notice to add persons to the primary access list.

Permanent access cards must always include photo of the permanent swipe card holder.

Temporary swipe card:

For Lessee's external technician(s) or staff not needing permanent access.

Personal card with a temporary access, may be opened only on demand from lessee appointed registered responsible person(s) or function(s) and only for a limited time

Normal ordering of swipe card:

Lessee appointed registered responsible person(s) or function(s) can order new swipe card using the below swipe card receipt form. This form must be sent as a scanned copy or by normal mail to GC OMC. The form must be signed by Lessee appointed registered responsible person(s) or function(s).

Rapid ordering of swipe card:

In case of emergency, Lessee appointed registered responsible person(s) or function(s) can order access to relevant GC facility by contacting GC OMC. Telephone contacts have to be confirmed via e-mail to Lessee appointed registered responsible person(s) or function(s) before access is given.

Swipe card receipt form:

Key data: (GC field):	Service Card (GC field) : # Housing Key (GC field) : # Ticket no. (GC field) : #
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Full name and phone number of swipe card user/responsible person (use capital letters):	
Name:	Phone: (+)
Company name:	
Purpose to access: Customer: Employee:	External: Other:
Access approved by: Lessee responsible person : GC employee :	
Access area/point/hall/site: (GC field)	PIN-code (only for permanent cards) (4 digits, not starting with a zero):
Estimated access time: Permanent cards, include photo (required): Temporary cards, state access time until (required):	
Date and time:	
Signature of swipe card user:	

**Our OMC must be contacted
 before commencing work
 that generates dust,
 fumes or vapors**

**No eating, drinking
 or smoking
 in the Facilities**

