Data Center (Server Room) Access Request and Log

Document ID: FAC-ACCESS-001
Location: Dubai HQ - Server Room [1]

1. Access Request Details (To be completed by Requester)

Field	Details
Requester Name:	[Employee Name]
Department:	[Department]
Date of Access:	[YYYY-MM-DD]
Time Window Requested:	From [HH:MM] to [HH:MM] AST
Access Duration (Max 4 Hrs):	[Total Hours]
Purpose of Access:	[Select One: Maintenance / Deployment / Audit / Decommissioning / Troubleshooting]
Detailed Task Description:	[Mandatory: e.g., Replace failed power supply on Switch-003, Install new firewalled network segment for R&D lab.]
Escort Required (Y/N):	[Y/N] (Non-Ops personnel require a mandatory Ops escort)
Access Approved By:	[Head of Operations/SRE Lead Name]

Requester Signature: _____ **Date:** [Date]

2. Approvals

Approval Role	Name	Signature	Date/Time

Security/Facility Mgr.	[Name]		[Date]
Head of Operations	[Name]		[Date]

3. Access Log (To be completed at Time of Entry/Exit)

ATTENTION: This log MUST be signed by both the Accessor and the Escort (if applicable) at the point of entry and exit.

Action	Accessor Signature	Escort Signature	Date	Time	Notes (e.g., Equipment moved in/out)
TIME IN					
TIME OUT					

4. Post-Access Review Checklist

Checklist Item	Status (Y/N/NA)	Notes
All equipment secured?	[Y/N]	
Area cleaned and debris removed?	[Y/N]	
Server Room door fully secured (Locked/Alarmed)?	[Y/N]	
Facility Manager Sign-off:	_____	