

TITLE: Secure Data Center Operations Manual (v4.2)

DATE: October 2024

CONFIDENTIALITY: HIGH

1. Access Protocols Access to the Level 3 Server Room is restricted to personnel with "Blue-Alpha" clearance. Maintenance windows are strictly limited to Tuesdays between 02:00 and 04:00 AM.

2. Hardware Maintenance Routine cleaning of server fans must be performed monthly. Technicians must wear anti-static wrist straps at all times.

3. STRICT PROHIBITIONS (CRITICAL)

External Media: Under no circumstances is any external USB drive, flash drive, or hard disk permitted inside the Level 3 Server Room. All data transfers must be done via the secure internal SFTP network.

Photography: No cameras or mobile phones are allowed past the biometric checkpoint.

Solo Entry: No technician may enter the server room alone. A "Two-Person Rule" is in effect at all times.

4. Emergency Procedures In the event of a fire, the Halon gas system will deploy automatically. Do NOT attempt to use water extinguishers on electrical fires.

5. Maintenance windows are strictly limited to Tuesdays between 02:00 and 04:00 AM.