

IBX Work Visit Request Form

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| Requestor name | | |
| Requestor mobile phone | | |
| Cage number(s) | | |
| Date(s) of required access (if multi-day, please specify all dates) | | |
| Start time(s) of visit, per day (site local time) | | |
| End time(s) of visit, per day (site local time) | | |
| Nature of work | | |
| Is this work critical? | yes | no |
| Can this work be completed by Equinix via Smart Hands? | yes | no |
| If you have an associated shipment, please enter the ticket number | | |
| Number of people (Please limit the number, maximum 5 permitted) | | |
| Has the intended visitor(s) been exposed to anyone in the past 14 days who has been diagnosed with COVID-19? | yes | no |

Please use Save As and upload this form. Equinix will review all visit requests, typically within 4 hours of submission. If you have a more urgent access need, first submit this visit request form via ECP, then contact the [Global Service Desk](#) who will ensure a prompt review.

We encourage you to submit visit requests at least 24 hours prior to a critical visit whenever possible. Incomplete forms may result in delayed response or request rejection.

Thank you.



COVID-19 ONSITE RULES & PRECAUTIONS

Equinix is committed to maintaining operations throughout the COVID-19 situation, but to do so in a way that protects our customers and our employees requires your assistance.

Equinix asks you to take the following precautionary measures while working in our facilities:

- Maintain appropriate social distancing while away from Equinix facilities, and travel to our sites via private transportation
- Be prepared to answer questions at the time of your visit with regard to your recent travel, general health, and to submit to a temperature screening. Visitors with a temperature of more than 37.3C / 99.1F will not be admitted to the IBX
- Please do not enter our facilities if you do not feel well. Notify us as you exit the facility if you begin to feel unwell while on site
- Regularly and thoroughly clean your hands with an alcohol-based hand sanitizer or thoroughly wash your hands with soap and water before and after touching common surfaces such as access control devices, intercoms, phones, door handles, etc.
- Please wear self-provided gloves while you are in the IBX, other than when using hand scanners
- Maintain at least 2 meters (6 feet) distance between yourself and any other individuals working onsite
- Conference rooms, break areas, lounges, customer work areas or other common spaces in the IBX are now closed. Please avoid these areas during your visit
- Avoid touching vertical or horizontal surfaces, cage surfaces, access control devices or door handles other than those providing direct access to your cage or cabinet
- As always, food and beverages are not allowed in the colocation area or customer cages
- Please discard all waste in designated waste containers including cups, food wrappers, equipment containers and cardboard boxes



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