



## ACCESS TO SITE / REQUEST FORM

Please fill in the form with requested information, **fields marked with \* are mandatory**  
Filled-in form must be submitted to <[site@namex.it](mailto:site@namex.it)> for approval

Section 1: GENERAL INFORMATION			
<b>REQUESTED SITE *</b>	<b>CAESAR / CINECA</b> Via dei Tizi, 6B 00185 Roma <input type="checkbox"/>	<b>TIBERIUS / INTERXION</b> Via di Tor Cervara, 282 00155 Roma <input type="checkbox"/>	<b>AUGUSTUS / UNIDATA</b> Viale A. G. Eiffel, 100 - Commercium M25-M26, 00148 Roma <input type="checkbox"/>
<b>ROOM / CAGE DETAILS *</b>			
<b>Section 2: ACTIVITY DETAILS</b>			
<b>TYPE OF ACCESS *</b>	<b>A - ORDINARY</b> <input type="checkbox"/>	<b>B - EXTRA ORDINARY (EMERGENCY)</b> <input type="checkbox"/>	<b>NOTES</b>
			See below for definitions of ordinary and extra-ordinary access requests
<b>PLANNED START DATE/TIME *</b>		<b>ACTUAL</b>	To be filled by site personnel
<b>PLANNED END DATE/TIME *</b>		<b>ACTUAL</b>	To be filled by site personnel
<b>DESCRIPTION *</b>			
<b>Section 3: CUSTOMER COMPANY DETAILS</b>			
<b>COMPANY NAME *</b>		<b>NOTES</b>	
<b>COMPANY DEPARTMENT</b>		Please specify a phone contact for person in charge for any direct communication during activity	
<b>PERSON IN CHARGE *</b>			
<b>PHONE *</b>			
<b>EMAIL *</b>			
<b>Section 4: CONTRACTOR COMPANY DETAILS</b>			
<b>CONTRACTOR COMPANY NAME *</b>		<b>NOTES</b>	
<b>PERSON IN CHARGE *</b>		Fill in details if contractor is different from customer company, please specify a phone contact for person in charge for any direct communication during activity	
<b>PHONE *</b>			
<b>EMAIL</b>			
<b>CONTRACTOR STAFF LIST *</b>			
<b>STAFF #1</b>		<b>DOCUMENT ID</b>	
<b>STAFF #2</b>		<b>DOCUMENT ID</b>	
<b>STAFF #3</b>		<b>DOCUMENT ID</b>	
<b>STAFF #4</b>		<b>DOCUMENT ID</b>	
<b>STAFF #5</b>		<b>DOCUMENT ID</b>	
<b>STAFF #6</b>		<b>DOCUMENT ID</b>	
<b>NOTES:</b>			
<b>A</b> - Scheduled, ordinary access to the site is granted during office hours (monday to friday, 8.00AM to 6.00PM) having sent a written request at least 48h in advance. <i>Ordinary access is free of charge</i>			
<b>B</b> - Extra-ordinary (off-hours) emergency is granted by calling H24 phone number +39 329-9090629 and sending this filled-in request form at least 2h in advance. <i>Extra-ordinary access is charged according to official price list (€200/h)</i>			
<b>CUSTOMER DECLARES THAT HE HAS READ AND ACCEPTS DATACENTER AND SECURITY POLICIES FOR THE REQUESTED SITE</b>			
<b>PROVIDER APPROVAL</b>		<b>NAMEX APPROVAL</b>	
signature		signature	
date (dd mmm yyyy)		exec date (dd mmm yyyy)	