



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> for approval

Section 1: GENERAL INFORMATION			
REQUESTED SITE *	CAESAR / CINECA Via dei Tizi, 6B 00185 Roma <input type="checkbox"/>	TIBERIUS / INTERXION Via di Tor Cervara, 282 00155 Roma <input type="checkbox"/>	AUGUSTUS / UNIDATA Viale A. G. Eiffel, 100 - Commercium M25-M26, 00148 Roma <input type="checkbox"/>
ROOM / CAGE DETAILS *			
TYPE OF ACCESS *	A - ORDINARY	B - EXTRA ORDINARY (EMERGENCY)	C - EXTRA ORDINARY SUPPORT
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 2: ACTIVITY DETAILS			
PLANNED START DATE/TIME *		ACTUAL	To be filled by site personnel
PLANNED END DATE/TIME *		ACTUAL	To be filled by site personnel
DESCRIPTION *			
Section 3: CUSTOMER COMPANY DETAILS			
COMPANY NAME *		NOTES Please specify a phone contact for person in charge for any direct communication during activity	
COMPANY DEPARTMENT			
PERSON IN CHARGE *			
PHONE *			
EMAIL *			
Section 4: CONTRACTOR COMPANY DETAILS			
CONTRACTOR COMPANY NAME *		NOTES 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	
PERSON IN CHARGE *			
PHONE *			
EMAIL			
CONTRACTOR STAFF LIST *			
STAFF #1		DOCUMENT ID	
STAFF #2		DOCUMENT ID	
STAFF #3		DOCUMENT ID	
STAFF #4		DOCUMENT ID	
STAFF #5		DOCUMENT ID	
STAFF #6		DOCUMENT ID	
NOTES:			
A - 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 - 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>			
C - Customer requires intervention of NAMEX personnel, <i>Extra-ordinary remote hands support is charged according to official price list (€750 first hour, 250€/h for following hours)</i>			
B			
PROVIDER APPROVAL		NAMEX APPROVAL	
signature date (dd mmm yyyy)		signature exec date (dd mmm yyyy)	