

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 - Commercio M25-M26, 00148 Roma <input type="checkbox"/>	NAMEX BARI Viale Donato De Leonardis, 19 70132 Zona Industriale BA <input type="checkbox"/>
ROOM / CAGE DETAILS *				
TYPE OF ACCESS *	A - ORDINARY <input type="checkbox"/>	B - EXTRA ORDINARY (EMERGENCY) <input type="checkbox"/>	C - EXTRA ORDINARY SUPPORT <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		
COMPANY DEPARTMENT		Please specify a phone contact for person in charge for any direct communication during activity		
PERSON IN CHARGE *				
PHONE *				
EMAIL *				
Section 4: CONTRACTOR COMPANY DETAILS				
CONTRACTOR COMPANY NAME *		NOTES		
PERSON IN CHARGE *		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		
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)		