DATE: FEBRUARY 4, 2011

SUBJECT: 111 8TH AVENUE SUITE 303 ACCESS & DELIVERY PROCEDURES

Normal Access Procedures

Arrangements for customer employee, vendor or contractor access to Suite 303 at 111 8th Avenue must be arranged through the zColo Customer Service Center (877.zColo.us option2 / 952-230-9547). Please provide the CSC : names of the individuals requiring access to the site and dates/times of access. The CSC will issue a ticket number to the requestor and inform the on site technicians of arranged work visits.

In the case of vendor and contractor work visits, an approved *COI must be on file with the building prior to a site visit to perform any work. The CSC representative will provide you a sample of the building's COI requirements that you can submit to your vendor or contractor. Upon receipt of the required COI the CSC will issue a ticket number to the requestor and process the required COI with the building for approval and inform the on site technicians of pending work/visits.

Customers accessing their space or arranging access for their vendors must inform the zColo CSC whether escorted access to their cage or cabinet must be provided to their employee/vendor. Access to customer specific locations requires zColo personnel to be on site and failure to specify this requirement may cause delays in access.

Deliveries

Delivery arrangements must be made through the zColo Customer Service Center at least 48 hours in advance. The CSC will require the carrier name, tracking information, expected delivery date/time, description of delivery, number of boxes/packages and weight. The CSC representative will issue a ticket number to the requestor and inform the on site technicians of pending delivery. A *COI is required to be on file with the building for any delivery carrier other than FedEx, DHL, UPS, USPS.

Company Name
C/O Zayo Colocation
111 8th Avenue
TTN (ticket number issued by the CSC representative)
Suite 303
NY, NY 10011

Deliveries to Suite 303 can be accommodated via the building's loading dock; located on 16th Street between 8th Avenue and 9th Avenue. Hours for delivery are between 8:00AM and 5:00PM. Dedicated access to the loading dock can be arranged for before 8:00 AM or after 5:00 PM depending on building availability, however, there are charges involved and these will be passed along to the customer.

*The building requires insurance coverage for delivery carriers, vendors and contractors working in the building. If a carrier, vendor or contractor does not satisfy the building's insurance requirements, the carrier, vendor or contractor will not be allowed in the building.