**DATE:** FEBRUARY 4, 2011

**SUBJECT:** 60 HUDSON STREET SUITE 1903 ACCESS & DELIVERY PROCEDURES

## Normal Access Procedures

Arrangements for customer employee, vendor or contractor access to 60 Hudson Street Suite 1903 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
60 Hudson St
TTN (ticket number issued by the CSC representative)
Suite 1903
NY, NY 10013

Deliveries to the 19th floor can be accommodated via the building's loading dock; located on Thomas Street between West Broadway and Hudson Street. Hours for delivery are between 8:00 AM and 5:00 PM., but the loading dock is not open between 12:00PM and 1:00PM.

Dedicated access to the loading dock can be arranged prior to 8:00 AM or after 5:00 PM during the week or anytime on the weekend on a first come first serve basis, in accordance with building availability and charges, however, arrangements must be made through the zColo CSC. Some of the charges to be passed along from the building to the customer are for security, engineering personnel

and loading dock access. Depending on whether the request is for the weekend or during the week, dedicated building shifts of up to four or eight hours may be required to be paid.

The building management may determine that floor protection is required depending on the nature of the delivery. Placement and removal of floor protection must be arranged by the customer with the delivery company.

*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.