

SECTION 4 SITE MANAGEMENT

VERSION 2.0



Consolidated Operational Run Book
From Aligned Energy

NOTE: Please see the most current, published MAJOR version of the document for accurate and up to date standards (i.e. a “.0” version number denotes a major version) in the Aligned Energy Operations’ SharePoint Library.

TABLE OF CONTENTS

1. Intent 3

2. Mission Critical Areas..... 3

3. Unplanned Outages: Innocent Activities/Serious Problems 3

4. Contact List 4

5. General Rules 4

6. Prohibited Items 5

7. Prohibited Activities 5

8. Safety Practices 7

9. Site / Facility Access..... 7

10. Grounding 12

11. Fire / Life safety 13

12. HVAC Systems..... 13

13. Signage Standards 13

14. Deliveries..... 14

15. Recycling Expectations 15

16. Client Work Scheduling and Preparation 15

17. Equipment Installation 17

18. Housekeeping 18

19. Confidentiality 19

20. Modification 19

21. Acknowledgement 19

22. Appendix A – Aligned Energy Contact list 20

1. Intent

- 1.1. In order to achieve our goal of **NO UNPLANNED OUTAGES and a safe working environment**, it is vital that everyone who enters an ALIGNED ENERGY Facility understand and follow the information provided in this document.
- 1.2. This document will provide you with the following:
 - a. An awareness of the critical nature of the Data Center environment and Mission Critical Areas.
 - b. An understanding of the need to follow the rules and regulations when working at these sites.
 - c. The extra care you must take in performing all activities, even the most routine duties.
 - d. Who to call before you start and when you encounter a problem.

2. Mission Critical Areas

- 2.1. A Mission Critical Area consists of all areas, rooms, systems and equipment support ALIGNED ENERGY or client network and data processing operations including Meet-Me-Rooms, Point of Presence, Point of Entry, and Data Center spaces. These typically have precision air conditioning and redundant electrical power, which include the UPS modules, heat rejection systems, electrical distribution systems, and the computer equipment that depends on it.
- 2.2. Mission Critical Areas need to maintain continuous uptime for all primary systems: 24 hours a day, 7 days a week, 365 days a year

3. Unplanned Outages: Innocent Activities/Serious Problems

- 3.1. An unplanned outage can be caused by well-meaning people doing innocent activities.
 - a. An unplanned outage can cause:
 - (1) Damage to Client or ALIGNED ENERGY servers, network equipment or loss of valuable data.
 - (2) Failure to meet service level agreements, stipulated in ALIGNED ENERGY lease agreements
 - (3) Disruption in business-as-usual site management activities.
 - (4) Noncompliance with federal, state, or compliance regulations.
 - b. Examples of such work that can lead to an unplanned outage:

- (1) Plugging into an electrical outlet and causing a short.
- (2) Pulling a loose cable and unplugging an equipment connection.
- (3) Opening or closing a power distribution panel and jarring a circuit breaker causing it to trip open.
- (4) Using a toxic, odor-causing solvent without proper ventilation could cause an inadvertent evacuation.

4. Contact List

- 4.1. Contact information for each ALIGNED ENERGY site and specific corporate individuals can be found in Appendix A at the end of this document.

5. General Rules

- 5.1. Tampering with the access control system, camera equipment, fire alarm/smoke detectors, electrical or HVAC systems within the building is strictly prohibited and will result in immediate dismissal from the building.
- 5.2. All ALIGNED ENERGY facilities are designated as tobacco free facilities. Smoking, dipping, chewing tobacco, and electronic cigarette use is not allowed inside of any ALIGNED ENERGY facility. These products may be used outside the building, but not within 50 feet of any entrance or exit of the building or as defined by local jurisdiction.
- 5.3. Food and drink are **never** allowed within any Mission Critical Area.
- 5.4. Persons under the age of 18 are not allowed in any ALIGNED ENERGY Mission Critical Area without approval of the Facility Director.
- 5.5. Animals are not allowed in ALIGNED ENERGY Facilities (except those specially trained and used to assist the impaired).
- 5.6. Appropriate attire must be worn while on the property (i.e. no sandals or t-shirts with inappropriate/offensive language are allowed.)
- 5.7. All bags, briefcases, boxes, and other items brought into any ALIGNED ENERGY Facility are subject to search.
- 5.8. All ALIGNED ENERGY Facilities are under 24-hour video camera surveillance. Cameras are deployed within the ALIGNED ENERGY Facility and surrounding areas to monitor the security of exits and entrances. Activity viewed by these cameras is recorded and may be used for investigative purposes or when a security policy, such as tailgating, is violated.
- 5.9. Doors in the ALIGNED ENERGY Facility must not be propped open for any length of time without prior approval of Security. You must ensure that each

controlled access door closes immediately after you enter or exit, or that propped doors are monitored by Security.

- 5.10. Report any problems with doors, such as not closing properly or if you notice any other possible security concerns, to Security promptly.
- 5.11. If you observe actual or suspected safety violations, bring these concerns to ALIGNED ENERGY Site Management immediately. If you see something – please say something.
- 5.12. Ensure all aisles and exits are free of obstructions, no cardboard or packaging materials are permitted to be temporarily stored in data center or corridors.
- 5.13. To report a medical or other Emergency Call the Plano Security Desk at 469-704-0958, or Phoenix Security Desk at 480-667-6145.

6. Prohibited Items

- 6.1. No one shall bring any prohibited materials onto any ALIGNED ENERGY facility, such as those listed below, any similar items, and any other items designated by ALIGNED ENERGY:
 - a. Explosives, weapons/firearms, radioactive, and biological materials.
 - b. Photographic, video, or any voice recording equipment of any kind, except for tape back-up equipment.
 - c. Hazardous/flammable materials, spray paint cans, soldering equipment, lighters, or any item creating smoke or fire (i.e. alcohol, illegal drugs, and other intoxicants).
 - d. Magnetic devices that could interfere with computer and telecommunications equipment.

7. Prohibited Activities

- 7.1. No one shall intentionally:
 - a. Use cameras or video/audio equipment in any ALIGNED ENERGY Facility unless specifically authorized to do so. Clients may request to photograph their leased space/hardware by contacting Site Management. Facilities Management will issue a camera pass and provide escort during the photo shoot to ensure compliance, once the client representative has approved.
 - b. Use of cell phone cameras/voice recording are not to be used unless prior approval has been received from Security.
 - c. Utilize or configure any camera or devices to view, record, or transmit any images/information regarding any ALIGNED ENERGY Facility.

- d. Engage in or assist with any activity that is in violation of the law while at the ALIGNED ENERGY facility, or in connection with ALIGNED ENERGY services.
- e. Violate, infringe, or misappropriate the privacy rights or property rights of others.
- f. Send unsolicited commercial messages or communications in any form to third parties (“spam”), except in compliance with applicable law.
- g. Send, post, host, or display harassing, abusive, libelous, or obscene materials or assist in any similar activities.
- h. Intentionally omit, delete, forge, or misrepresent transmission information or withhold or cloak identity or contact information.
- i. Use ALIGNED ENERGY services or any ALIGNED ENERGY facilities for any illegal purposes, in violation of any applicable laws, regulations, or service providers’ rules.
- j. Communicating with the press or other local media, regarding ALIGNED ENERGY business operations, without receiving permission from the ALIGNED ENERGY Senior Management.
- k. Solicit, directly or indirectly, ALIGNED ENERGY employees, vendors, and clients. All procurement/sourcing activity should be managed by and directed to the Director of Facilities.
- l. Intentionally transmit or otherwise propagate computer viruses or similar destructive computer codes.
- m. Attach any items to a cage, climb any cages, racks, or any support structures.
- n. Make any unauthorized use of, interfere with, damage, deface, misuse, or abuse any property or equipment.
- o. Engage in, aid, or assist with any activity that is in violation of the law.
- p. Commit any violent acts against any individual, or harass, threaten, or disturb any individual.
- q. Engage in any other activities that may be deemed prohibited by ALIGNED ENERGY for the purposes of safety, privacy, system reliability, protection of equipment, systems, data, and personnel at the facility, and compliance with laws or regulations from governmental agencies.
- r. If anyone becomes aware of any Prohibited Activities, they will:
 - (1) Immediately notify Security personnel and

- (2) Use commercially reasonable efforts to remedy such Prohibited Activities immediately, if under their control.

8. Safety Practices

- 8.1. Good safety practices make good sense for everyone. Preventative measures help assure that needless accidents or business disruptions don't occur. Each of us should always ensure that we perform our responsibilities safely and in consideration of our co-workers and our surroundings.
- 8.2. If you observe actual or suspected safety violations, bring these concerns to Building Management immediately.
- 8.3. Ensure all aisles and exits are free of obstructions.
- 8.4. Learn the procedure for reporting and responding to a medical emergency at your location.

9. Site / Facility Access

- 9.1. The Facility is secured with a “fail-safe” access control system, utilizing specific access credentials and/or biometric readers.
- 9.2. Secured access doors control admittance to all ALIGNED ENERGY Facilities. Never loan your credentials or use another person’s credentials for any purpose. Failure to comply may be cause for removal of access credentials as well as from the site.
- 9.3. Contact Security for assistance with understanding any of the information in this document.
- 9.4. Clients shall maintain up to date access lists via the Aligned Energy client portal, referenceable by ALIGNED ENERGY Security Staff as employees/visitors utilize the facility. ALIGNED ENERGY will have no control over which Client employees are issued badges and will in all cases reference the Client maintained access list in the Client Portal.
- 9.5. **Visitors**
 - a. Visitor(s) not on the approved access list or pre-registered in a Facility Access ticket will not be allowed to enter the facility areas past Security. Security will contact the visitor’s ALIGNED ENERGY or Client contact and inform them that a visitor(s) has arrived and is in the waiting area/lobby. It will be the client’s responsibility whether to allow the visitor(s) access, and to escort the visitor(s). If approved, Security will issue “Visitor” access credentials which require Client or ALIGNED ENERGY escort at all times.

- b. All access credentials, as a default setting, will expire upon 30 consecutive days of **non-usage**. Contact ALIGNED ENERGY Security to re-activate access credentials. Access lists must be updated and verified by the Client or ALIGNED ENERGY Managers at least every 6-months.

- 9.6. **Access credentials must be displayed at all times**, at or above the waist and will be provided during security sign in.

- 9.7. If you should lose your badge, immediately report it to Security so it can be deactivated and a new one issued.

- 9.8. Do not allow others to tailgate into any area or space behind you. Tailgating is a way for someone who lacks authorization to enter a restricted or Mission Critical Area. Each person must use the security access system to facilitate their own access/egress by use of their own access credentials. Conversely, you must not follow another person into any restricted, Mission Critical Area without them having separately used their own credentials to unlock the door into that space.

- 9.9. The security access system requires that you pass your access credentials by a reader to enter and exit (Anti-Pass Back) areas within all ALIGNED ENERGY Facilities. This process will provide greater awareness of occupancy in the event of an emergency.

- 9.10. Do not attempt to enter areas to which you are not authorized.

- 9.11. Clients can escort visitors, i.e., Persons without valid ALIGNED ENERGY card access credentials, into their space. Upon doing so the visitor and their actions are the responsibility of the client.

- 9.12. If additional access credentials are required, contact Security.

- 9.13. All entrances into and out of the building exterior will be on the ALIGNED ENERGY access control system only. This also applies to all common area spaces, so as to not impede any other Clients or ALIGNED ENERGY staff.

- 9.14. Clients may install their own access control systems only on the entrance/exits into and out of their space. An ALIGNED ENERGY security access control system will be installed in parallel to allow authorized ALIGNED ENERGY Site employees requiring regular access (and third party providers) to perform work on systems and equipment that are within the Client's space. Site Management will provide and maintain an updated access list and will provide it to the Client upon request.

- 9.15. **Access for Client Personnel**
 - (1) Security will issue access credentials to each employee of the Client that are on the **access list as indicated within the Client Portal**.

- (2) The Client should contact Security to schedule the issuing of employee Photo ID access credentials. Government issued photo ID's are required to be provided to Security to verify the identity of the person and ensure they are listed on the approved client access list. Security will not retain the Government issued photo ID's or information thereon.

9.16. Vendor / Contractor Access

- a. Prior to providing access to any ALIGNED ENERGY Facility, it is required that all hired Vendors/Contractors who will enter the Mission Critical Space read, fully understand, and sign document [4.3.1 Critical Facility Work Rules for Vendors and Contractors](#) from Aligned Energy's Operational Run Book. If required a Hard Copy will be provided by ALIGNED ENERGY security.
- b. Vendors are not allowed into any Mission Critical Area without prior notification and approval from Site Management and where required with prior approval of Client.
- c. Vendors/Contractors that require access to any ALIGNED ENERGY facility must meet the ALIGNED ENERGY insurance requirements prior to performing any work in the building. For a copy of the insurance requirements, please contact Site Management or the Facility Director.
- d. Depending on the risk assessment conducted by Site Management, Vendors/Contractors requesting to perform work within the building may also be required to submit a Change Management Request and MOP, which will include a detailed set of steps to include back out procedures.
- e. In some cases, visitors/contractors authorized to access the data center may require escorted access. ALIGNED ENERGY Facilities personnel will coordinate these requirements with the client.

9.17. Emergency Access by Client Vendors or Client Individuals

- a. Emergency access of individuals not on an approved access list can only be approved by the Facility Director and should be documented in a Facility Access ticket by the Client ASAP.
- b. The Client should contact the Security Desk of the appropriate site (Plano, Phoenix, or other) 24x7 listed in Appendix-A at the end of this document and provide a complete description of the scope of work and the nature of the emergency. Some work scope may require the approval of Site Management prior to granting access to the vendor.
- c. Security will make every attempt to contact the Client, based on Client escalation lists, if any Client employee or Vendor/Contractor is not on the list and requests access to any Client space during an emergency. Therefore, it is vital that the Client **maintain their access lists in the Client Portal** and include 24-hour contact

and Emergency contact information working with Client Services. If the Client cannot be reached, ALIGNED ENERGY Security will not allow access into any Client space.

9.18. Electrical Distribution

- a. The following requirements apply to the ALIGNED ENERGY Facility:
- b. For clients to utilize the full redundancy of power availability offered to them in an A/B configuration, all client equipment must have dual corded power supply connections.
- c. It is understood that any single corded devices installed under an A/B distribution may be subject to loss of power during infrastructure maintenance periods or during unplanned power interruptions. It is recommended that clients single corded devices be supported by client provided and installed quality product STS/ATS switches. **ALIGNED ENERGY is not liable for loss of power conditions supporting single corded devices.**
- d. Leases must be fully executed between the Client and ALIGNED ENERGY prior to any electrical circuit activation.
- e. Clients are responsible for any rack mounted power distribution strips and equipment plug-ins to all circuits within their cage(s) or cabinets/racks, unless otherwise specified with the lease.
- f. ALIGNED ENERGY will activate power to the point of delineation between ALIGNED ENERGY and Client. ALIGNED ENERGY will coordinate with the Client and make every effort to ensure the Client is fully aware of which circuit is feeding the electrical distribution up to the point of delineation as outlined within the lease. Labeling of each circuit will be provided for ALIGNED ENERGY installed systems.
- g. ALIGNED ENERGY will manage all electrical distribution and modification to the system up to the point of delineation defined within the lease. All electrical distribution installations, requests and/or changes must be specified by the Client and submitted via the Client Portal. All costs must be approved by Client via Sales Order before any work can begin.
- h. All efforts will be made to meet Client requests. The intent of ALIGNED ENERGY is not to deny or delay any reasonable requests.
- i. ALIGNED ENERGY Sales will provide quotes for additional electrical, or work product installations.
- j. A list of approved electrical and low voltage contractors is maintained by Site Management and can be provided to Clients upon request. Only ALIGNED

ENERGY approved contractors may be used within the facility or on the premises. Substitution request may be allowed at the discretion of Site Management.

- k. If a client would like to have a contractor of their choice provide this service, the contractor must first meet all ALIGNED ENERGY insurance requirements prior to being allowed to do any work.
- l. All electrical switching will be required to adhere to the Change Management Process and will require a step-by-step Method of Procedure (MOP).
- m. All additions/modifications to the electrical distribution system requests must include the details of all planned work and must be approved in advance by Site Management.
- n. ALIGNED ENERGY reserves the right to approve/disapprove of all contractors and their work, as well as removing any contractor from the site who violates any ALIGNED ENERGY policy. Any work that must be re-done to meet all local, state, national electrical/safety codes as well as ALIGNED ENERGY requirements, will be at the expense of the Client.
- o. All work performed in compliance with the lease on the electrical branch circuitry above a 60amp branch circuit by a contractor, at the direction of a Client, will require an inspection by ALIGNED ENERGY prior to power activation.
- p. Power cables that are to be terminated must be routed over the side rail water fall of the cable rack. It is unacceptable to drop cables through the rungs of the cable rack for termination or routing.
- q. All cord drops must have strain relief hardware installed to prevent them from damage and pulling out at the mounting point.
- r. All power connections performed by a Client or their Contractor must be torqued to the correct specifications.
- s. All electrical power connectors must be of the proper size for the conductor.
- t. ALIGNED ENERGY will provide power to Client cabinets within the Meet-Me-Room. ALIGNED ENERGY will provide AC power to the Client supplied rectifier, and all DC distribution and grounding will be the responsibility of the Client.
 - (1) Clients are responsible for the termination of all DC cabling to Client equipment within their cabinet(s).
 - (2) Client will be responsible for all DC overcurrent protective devices such as breakers and fuses.
 - (3) All grounding conductors must be connected to the cabinet installed ground and subject to final inspection by ALIGNED ENERGY Engineering personnel.

10. Grounding

10.1. Cabinets/Racks shall be grounded to the ground lateral with an H-Tapped crimped connector and include the cover. The ground conductor shall be an insulated #6 AWG THHN copper conductor.

10.2. General Requirements

- a. All ground connections shall be clean and secure.
- b. Non-conductive coatings such as paint shall be scraped to expose bare metal before a ground lead is terminated to a particular piece of equipment or frame.
- c. All ground wires shall be continuous runs between terminations, no splices of any kind will be allowed. The term "terminations" may also include H-taps. For this requirement, H-taps are not considered splices.

10.3. Connectors and Connections

- a. Two-hole "color keyed" long barrel compression connectors of the proper size for the conductor and bus bar are allowed. **Mechanical connectors are not permitted.**
- b. The proper conductor, connector, crimping tool, and die shall be used as a system to complete an acceptable crimp. All crimping tools must have a positive locking feature to ensure complete compression.
- c. All crimps must be hexagonal or circular and emboss the die code sharply into the connector. Indent crimps are not acceptable.
- d. Wire shall be fully inserted into the barrel of the connector, not to exceed 1/8" under inserted.
- e. Two-hole connectors must be installed using both holes for fastening.
- f. Only one conductor may be installed in a connector.
- g. Conductors of dissimilar metals shall not be intermixed where physical contact occurs between the dissimilar metals, unless the device is manufactured for the purpose and conditions of use.

10.4. Routing, Supporting, and Securing Grounding Conductors

- a. Grounding conductors shall never be run through the rungs of a cable rack or any other completely enclosed metallic area that could possibly cause a choke hazard.
- b. Grounding conductors shall be supported and secured at intervals of no more than 18" and secured to support brackets.

11. Fire / Life safety

11.1. Overview

- a. The fire suppression system for the Mission Critical Area must be disabled for any work which may cause smoke, odor, or dust, including the use of heat guns. A minimum of five (5) business days' advanced written notice to the Site Management office is required, and the client will be responsible for any costs associated for the work to be performed after normal working hours
- b. Only ALIGNED ENERGY or designated representatives may disable/impair the Fire Alarm/Suppression Systems.
- c. Clients are not authorized to tamper with or alter the Building's Fire Alarm/Suppression Systems at any time.
- d. All requests for fire suppression system work will be required to follow the Change Management process, by logging into the ALIGNED ENERGY Client Portal with all supporting documentation.

11.2. Fire Suppression Systems

- a. Pre-action water sprinklers protect the ALIGNED ENERGY Facility, to include all Mission Critical Areas and support spaces. The sprinklers will function automatically when the space temperature exceeds a preset level and the fire/smoke detection system is in alarm.

11.3. Fire Detection Systems

- a. The fire detection system consists of ceiling mounted smoke detectors. These can be set off by dust or fumes, which will in turn activate the fire suppression systems mentioned above.
- b. ALIGNED ENERGY facilities also employ a VESDA™, Very Early Smoke Detection system, which is capable of detecting the microscopic particles of combustion. Generally, air is drawn in through a network of small-bore pipes laid out above or below a ceiling, in parallel runs covering a protected area. A VESDA detector will trigger automatic fire response systems.

12. HVAC Systems

- 12.1. Alteration of or tampering with any HVAC settings, related airflows or any other HVAC systems within the Mission Critical Area is strictly prohibited.

13. Signage Standards

- 13.1.** ALIGNED ENERGY shall provide the initial signage for each Client, if requested, using the Building Standard signage. Any additional signs or changes must be approved by ALIGNED ENERGY and are subject to additional charges.

14. Deliveries

- 14.1.** ALIGNED ENERGY provides management for shipping and receiving in the facility. This policy has been designed to aid our clients in their delivery needs.
- 14.2.** All routine Client deliveries made to the property must follow the procedures listed below:
- a.** All shipments require a Client ticket pre-delivery or ship. The shipment must be authorized, tracked and cleared by a member of the ALIGNED ENERGY Security and/or Operations Staff.
 - b.** Provided a ticket is opened in advance by the Client, the delivery will be received at the freight dock, and the Client will be contacted informing them of the delivery. If the client is not available, the delivery will be moved to a secured storage area. This is a shared storage area with limited space so please pick up items as soon as possible. **Clients are required to pick up and remove all items from storage within (48) hours (2-business days) of notification to Client of delivery. We unfortunately cannot provide long term storage.**
 - c.** The delivery will only be released to an authorized Client representative or to a Vendor which the Client has provided authorization to remove said items, and such release will be documented in Client tickets.
 - d.** If available, the Client may lease lockable storage space in the Building for an additional charge. Please contact Client Services or ALIGNED ENERGY Sales for more information about the availability of such space.
 - e.** As a courtesy to other users of the loading dock, whenever large deliveries are expected or the dock area will be blocked for an extended period of time, please coordinate these times with Site Management at least 24 hours (1-Business day) in advance. Due to limited dock space, the delivery area will operate on a first-come-first-serve basis.
 - f.** All Clients are required to ensure that delivery and moving companies working within the Facility provide the appropriate insurance certificates to Site Management BEFORE deliveries arrive.
 - g.** All Clients are responsible to coordinate and provide any required pallet ramps and other off-loading requirements for their equipment and materials from delivery trucks. ALIGNED ENERGY is not responsible to provide tools and equipment for off-loading client deliveries.

- h. For heavy shipments, where necessary all surfaces (floors, walls, doors, etc.) must be adequately protected while the equipment is moved as may be designated by Site Management. These requirements will be at the client's sole cost.
- i. Breakdown of all cartons and crating materials should be done in the Storage Area prior to transporting the equipment to the Mission Critical Area.
- j. ALIGNED ENERGY personnel will coordinate disposal with the client representative to ensure all packaging, crating material, and/or pallets are discarded in a timely manner. If ALIGNED ENERGY is required to arrange for disposal of said material, the client will be responsible for all related charges.

15. Recycling Expectations

15.1. Recycling Policy

- a. Clients, employees and vendors are responsible to clean up all non-hazardous waste or debris resulting from their supplied materials and equipment. All clients, employees and vendors are expected to fully support ALIGNED ENERGY's recycling efforts. Waste generated from or related to the work (e.g., paper or cardboard, beverage containers, food waste) must be separated and placed in the designated on-site containers for recycling or disposal. Specific attention should be given to cardboard or other packing material waste resulting from client equipment deliveries, to ensure all cardboard and material is appropriately placed in the appropriate recycling container.
- b. Shredding of sensitive materials is not provided by ALIGNED ENERGY. This service can be provided at additional charge to Client or as per lease agreement.

16. Client Work Scheduling and Preparation

- 16.1. The following requirements apply only to additional work/modifications affecting ALIGNED ENERGY facilities, including the building/roof, power, cooling, security systems, fire, life safety and **does not include any Client hardware/software or client cabling installations within their leased space.**
 - a. Site Management must review and approve all plans prior to any work. Depending on the size of the work involved, stamped drawings by a professional engineer and city permits may be required.
 - b. All work (electrical, mechanical, telecommunication, etc.) must conform to the Change Management process, which will require appropriate supporting documentation such as the "Method of Procedure" (MOP) that provides specific work plans. Before work can begin, all documentation must be complete and approved by Site Management.

- c. All work must conform to the approved MOP. If any additional work is needed or if dates/times change, a new request will need to be submitted for review and approval, before the work can begin.
- d. If the work is noisy, dusty or disturbing other Clients, the work may have to be scheduled for after normal business hours and/or on weekends.
- e. Any work creating dust, noise, vibration or other exposure must be approved by Site Management prior to work proceeding. Client is responsible for control, cost and MOP's to contain said conditions in order to not impede other areas of operation within the facility.
- f. Clients are required to notify Site Management prior to beginning any work for the day, and upon completion of the work each day.
- g. Within data center spaces, power receptacles and other hardware connection points will be identified by Site Management. Power Tools should not be plugged into IT racks or critical power supplies. Use house power wall outlets for power tools.
- h. Within wholesale leased data center space the client is responsible for power receptacles and other hardware connection points within their racks from the point of delineation as listed within the lease. Client should proceed according to code and best practices when plugging in any hardware, laptops, or diagnostic equipment within their racks. Power Tools should not be plugged into IT racks or critical power supplies. Use house power wall outlets for power tools.
- i. Vendor personnel are expected to have their own tools and equipment necessary for their assignment. Site Management is not obligated to provide tools and equipment for client services and installations.
- j. All tools and materials are to be properly stowed when work is complete or at the end of each business day. The work area must be clean (no dust or debris) and left in a neat and tidy condition at the end of each workday to maintain a safe working area.
- k. All doors, panels and covers will be installed when work is complete or at the end of each business day.
- l. Consult Site Management before placing protective covers over any equipment.
- m. Set up protective barriers: for people, equipment and the environment. Protective floor covering where necessary will be used to protect the path of travel from the start to the destination, against damage due to equipment. Confirm with Site management regarding large deliveries and movement of equipment for protection needs.

- n. Contractors are to provide 24-hour contact numbers in the event of an emergency.
- o. Site Management will provide more detailed information on any of the above topics, at Client request.

16.2. Smoke, Odor, Dusty Work

- a. Any work that involves the use of tools that may produce smoke, dust or strong odors, (i.e. heat guns, hammer drills, grinders, vacuuming, etc.) must be scheduled and approved by Site Management.
- b. Any such work shall require the disabling of the fire alarm enunciation, smoke detection and suppression systems by ALIGNED ENERGY personnel.
- c. Any fines imposed by the local Fire Department resulting from any events or alarms created by such work will be the full financial responsibility of the Client performing such work.
- d. Extensive dusty work may further require the replacement of HVAC unit filters and an associated charge for this material. The installation of pre-filter media over the HVAC unit intake may be required.
- e. The use of a hammer drill with tool interrupter device or equipment is required if X-rays or Farroscan is not performed. All locations with Post-Tensioned slabs will require strict review and approval.
- f. Any vacuuming will require the use of a HEPA filtered vacuum cleaner, which must be to minimize the amount of dust particles emitted into the space. Onsite operations staff must inspect and approve the vacuum prior to use. This approval will consist of a thorough inspection of the equipment to ensure no hazards exist and all filters are in place.
- g. Any accidental discharge of the fire suppression system caused by a Client who violates these rules shall be responsibility of the Client for the full financial cost.

16.3. Ceiling Tiles

- a. Ceiling tiles (where applicable) are only to be removed by the Site Management staff. Clients and Vendors/Contractors are not allowed to perform **ANY** work (i.e. cabling, electrical, conduit, etc.) outside the Client's specific Mission Critical Area at any time without the approval of Site Management.
- b. All ceiling tiles will be replaced at the end of each workday. They are never to remain open overnight.

17. Equipment Installation

- 17.1. Additions of ladder racks, cable management tray, fiber guide within/above any Client areas must be pre-approved by Site Management and match the existing system in place.
- 17.2. All connection points must be “bonded” between sections to maintain the integrity of the existing rack/tray system, including appropriate grounding (reference Grounding standards above).
- 17.3. The frames of all cabinets, racks, etc. installed in the Mission Critical Area must be bonded to the single reference grid (SRG).
- 17.4. Wall penetrations opened for the installation and/or removal of cabling are required to be closed temporarily at the end of each day during continuing work operations.
- 17.5. Client is responsible to ensure that any open space in any rack or cabinet in the leased space be blocked with containment blanking panels or sheeting/blanking partitions at all times within the racks and between each rack (Side Panels) at Clients expense. Hot Aisle containment must be maintained at all times.
- 17.6. Once all work is complete, all wall penetrations are to be sealed with an approved fire stopping material.

18. Housekeeping

- 18.1. Clients are expected to keep their area neat and clean. Contact Site Management for any questions or assistance.
 - a. Unpack equipment outside the Mission Critical Area and dispose of the combustibles.
 - b. Storage of combustible material in the Mission Critical Area is never allowed.**
 - c. Never leave an area with dirt and debris, even temporarily. Remove dust or dirt immediately.
 - d. All vacuums used must have a HEPA filter on the discharge and must be inspected and approved by ALIGNED ENERGY Operations staff.
 - e. Report any spills or fire hazards to Site Management by calling the Security desk of the appropriate Site (Plano, Phoenix) as indicated in Appendix-A of this document so corrective action can be taken.
 - f. Clients may request trash removal from the Mission Critical Area by contacting Site Management. This service may be at additional charge.

- g. If Client requests removal of trash by Site Management, Client should label “trash” and provide it in as tidy of a pile as possible outside of their space. Site management will not dispose of any materials Not labeled as Trash.
- h. At no time will wooden pallets or spools be allowed to remain in the Mission Critical Area or corridors, as they are a fire hazard.

19. Confidentiality

- 19.1. Information/items a Client observes or encounters while in the Mission Critical Area may be confidential information of ALIGNED ENERGY and/or third parties, and Clients may have legal obligations regarding the confidentiality of such information/items. Clients should check within their company for any legal obligations, and/or reference their NDA on file with Aligned Energy.

20. Modification

- 20.1. Aligned Energy may modify these Rules and Regulations from time to time at their discretion. Changes will become effective immediately.

21. Acknowledgement

I have read the "Facility Rules and Regulations" and my signature indicates that I understand these guidelines and agree to adhere to them. I understand the critical nature of the Aligned Data Centers facility, as well as the guidelines and notification procedures to be followed when performing any work in or around the facility.

I understand that all information regarding Aligned Energy's business activities, clients and/or accounts which is either disclosed or comes to my attention while performing services is proprietary to Aligned Energy and as such shall be kept strictly confidential at all times.

I further understand that failure to comply with the procedures and guidelines contained in this document may result in the revocation of my access privileges to the critical areas and possible removal from the site.

After completing and signing, please give this page to ALIGNED ENERGY Security Manager and keep a copy of these procedures for future reference.

Signature: _____ Date: _____

Printed Name: _____

EMPLOYER INFORMATION

Company Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

22. Appendix A – Aligned Energy Contact list

| Aligned Energy – Plano, Texas | |
|--|--|
| Operations Contacts / Escalation | Security Contacts / Escalation |
| Roland Martinez: (469) 207 0121 Mark Kennaugh: (480) 261-0697 Frank Burchi: (480) 261-0697 Billie Haggard: (303) 552-6225 | SOC: (469) 910-0040 Cristian Camacho: (947) 201-6300 Plano Texas Police: (972) 424-5678 Scott Todd (Salute): (940) 305-9624 Cesar Rosaortega: (520) 203-5696 |

| Aligned Energy – Phoenix, Arizona | |
|--|---|
| Operations Contacts / Escalation | Security Contacts / Escalation |
| Jarod Patton: (480) 490-1125 Krist Loumanis: (480) 297-3302 Frank Burchi: (480) 261-0697 Billie Haggard: (303) 552-6225 | SOC: (480) 667-6145 Kyle Buford: (440) 319 -2932 Phoenix/Black Mountain Police: (602) 495-5002 Scott Todd (Salute): (940) 305-9624 Cesar Rosaortega: (520) 203-5696 |

| Aligned Energy – Salt Lake City, Utah | |
|--|---|
| Operations Contacts / Escalation | Security Contacts / Escalation |
| Mike Roberts: (801) 580-0054 Flint Holbrook: (801) 656-5418 Frank Burchi: (480) 261-0697 Billie Haggard: (303) 552-6225 | SOC: (385) 290-0747 Sean Swift: (801) 381-5700 South Jordan Police: (801) 840-4000 Scott Todd (Salute): (940) 305-9624 Cesar Rosaortega: (520) 203-5696 |

| Aligned Energy – Ashburn, Virginia | |
|--|---|
| Operations Contacts / Escalation | Security Contacts / Escalation |
| Gary Craiger: (703) 343-5494 David Owen: (904) 891-8846 Frank Burchi: (480) 261-0697 Billie Haggard: (303) 552-6225 | Scott Todd (Salute): (940) 305-9624 Cesar Rosaortega: 520-203-5696 |