



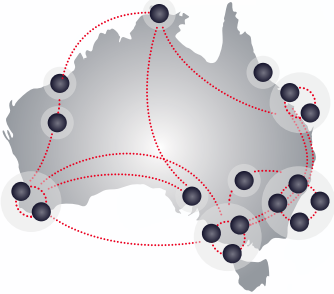
N E X T D C

Facility Rules

Information and Guidelines

A1 Adelaide
B1 + B2 Brisbane
C1 Canberra
D1 Darwin
M1 + M2 + M3 Melbourne
NE1 Newman
P1 + P2 Perth
PH1 Port Hedland
S1 + S2 + S3 + S6 Sydney
SC1 Sunshine Coast

NEXTDC is leading the digital revolution with a national portfolio of next generation data centres that give our customers more visibility and control than ever before.



The NEXTDC Facility Rules and documents referred to within this document detail the conditions of use for the facilities and services provided by NEXTDC. They define the minimum standards that everyone visiting our facilities is expected to maintain. Further detail is available in the NEXTDC ONEDC® [Quick-start Guide](#), available on the [ONEDC®](#) customer portal.

All persons entering a NEXTDC facility must comply with these Facility Rules and all applicable laws and regulations relating to the facility and your activities at the facility. Failure to comply may result in the removal of access and a possible incident referral to local authorities.

Site specific rules for facilities operating in conjunction with this Facility Rules is listed in Appendix A.

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1. Customer Support Services

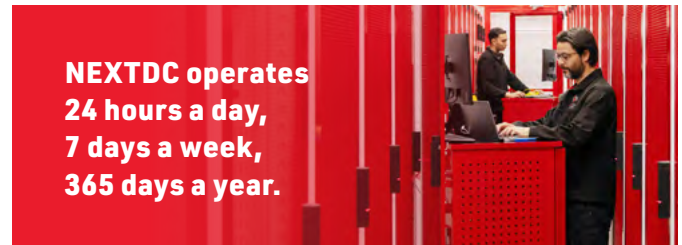
NEXTDC operates 24 hours a day, seven days a week, 365 days a year. All enquiries, support requests and incidents are to be reported to the NEXTDC Customer Experience team. The NEXTDC Customer Experience team can be contacted by:

- raising a ticket through [ONEDC®](#). This is the preferred method of contact
- phoning 1300 NXT OPS (1300 698 677) from Australia, or +61 7 3177 4799 when calling from overseas
- emailing nxtops@nextdc.com

Please note: customers are required to keep their staff contact details updated on the [ONEDC®](#) customer portal.

1.1 Emergencies

All injuries and medical emergencies must be reported to a NEXTDC team member onsite.



2. Site Access

Only authorised persons can enter the facilities. An up-to-date list of your company's authorised persons and their contact details must be maintained in [ONEDC®](#), including those responsible for authorising access to your data centre space.

The company's authorised person is responsible for assigning rack access for each individual in [ONEDC®](#).

All persons wishing to enter a NEXTDC facility must:

- complete both the on-line and site inductions prior to being granted unescorted access
- wear and display a NEXTDC issued Identity Access Card (IDAC) at all times
- comply with these Facility Rules and any supplementary requirements
- enter and leave a NEXTDC facility through the front entrance only (except during an emergency evacuation).

A person wishing to visit a NEXTDC facility without an IDAC will only be granted access if they have received written confirmation that they are permitted to enter on that organisation's behalf from an authorised person. A [ONEDC®](#) ticket is required to be raised for the request.

2.1 Inductions

All contractors and IDAC holders must complete an induction prior to the commencement of work within any NEXTDC facility. Inductions are comprised of two parts: an online induction and questionnaire, and an in-person site orientation. Site orientations are specific to each site and are conducted at 10:00am each Monday, Wednesday and Friday (excluding public holidays).

Customers and contractors working in multiple NEXTDC facilities will require a site orientation for each facility that they visit. Inductions are valid for a period of 12 months. An online induction renewal notice will be dispatched in advance of the expiry date. Facility access will be restricted if the renewal induction has not been completed within the specified time frame.

NEXTDC reserves the right to require a visitor to complete an induction renewal at any time if visitor's actions are in breach of the NEXTDC Facility Rules.

Inductions can be requested through [ONEDC®](#). Please contact the NEXTDC Customer Experience team if assistance is required or to schedule your site orientation.

2.2 Acceptable Forms of Identification

At the time of your site orientation, all candidates must be positively identified. A NEXTDC employee must sight one of the following forms of government issued photo ID's:

- current passport
- expired passport that has not been cancelled and was current within the preceding two years
- government issued identification (i.e. government issued driver's license)
- photo license or permit issued under a law of the Commonwealth, a State or Territory Government.
- Valid virtual driver's Licence that can be verified as authentic by the NEXTDC team on site.

Other forms of identification not listed will only be accepted at the discretion of NEXTDC team.



2.3 IDACs

An IDAC will be issued following the successful completion of a facility induction. IDACs issued by NEXTDC remain the property of NEXTDC and are for the sole use of the authorised person that they have been assigned to.

IDACs must:

- be worn in plain sight whilst in a NEXTDC facility
- not be worn outside of NEXTDC facility, IDACs MUST be removed upon exiting the related facility.
- be securely stored and only used by the named individual for its intended purpose. No IDAC may be loaned to/shared with any other person.
- not be copied or reproduced in any way
- not be tampered with in any way
- to be immediately reported to onsite Security Officers or NEXTDC Customer Experience team if lost or stolen.

Any IDAC found in the possession of an individual other than the registered owner will be immediately confiscated and deactivated. Both the registered IDAC holder and the individual in possession of the card may be required to undergo a complete re-induction process to restore facility access.

2.4 Guest Access

Guest access must be booked in advance using [ONEDC®](#) or by contacting the NEXTDC Customer Experience team.

Guests must:

- be escorted at all times by an authorised and inducted customer representative or NEXTDC staff member
- have their NEXTDC-approved form of identification verified
- always wear the Guest IDAC in plain sight whilst visiting a NEXTDC facility
- comply with the Facility Rules and any supplementary requirements.

If NEXTDC is required to escort guests on your behalf, a Remote Hands fee will be charged accordingly.

The guest escort is responsible for the behaviour and actions of the guests when inside the facility and each authorised person may request and escort up to eight guests at one time. Any unescorted person holding a guest IDAC will be removed from the facility and denied entry.

Guest access must be booked in advance using ONEDC® or by contacting the NEXTDC Customer Experience team.



The customer is responsible for unlocking their rack for any third-party contractor (remote or physically).



2.5 Contractor Access

Third party contractors are permitted unescorted access only if they have completed induction and have booked a visit in advance through [ONEDC®](#) or by contacting the NEXTDC Customer Experience team. Contractors will only be granted access to the requested area(s).

Contractors must:

- be booked in for a contractor induction if they have not been inducted at the facility
- comply with these Facility Rules and any supplementary requirements
- comply with the NEXTDC Permit to Work process for all hazardous work
- exchange a NEXTDC approved form of identification for a contractor IDAC
- wear the Contractor IDAC in plain sight at all times whilst in a NEXTDC facility
- Obtain customer approval where applicable.

If NEXTDC is required to escort third-party contractors on your behalf, a Remote Hands fee will be charged accordingly.

The customer is responsible for unlocking their rack for any third-party contractor (remote or physically).

2.6 Service Providers

NEXTDC's Service Provider access protocol offers customer representatives unrestricted and unescorted access to NEXTDC facilities.

Service Providers must:

- have a valid Letter of Authority signed by a NEXTDC customer
- have entered into a Service Provider Agreement with NEXTDC and will only be granted access to the
- requested area(s) as detailed in the Letter of Authority
- comply with the Facility Rules and any supplementary requirements
- comply with the NEXTDC Permit to Work process for all hazardous work
- wear their IDAC in plain sight at all times whilst in a NEXTDC facility.

Please contact the NEXTDC Customer Experience team for assistance with Service Provider access.

2.7 Permit to Work (PTW)

An approved PTW must be held by the customer and/or contractor for works that produce heat, are electrical, are in a confined space, may have a significant impact on soil/air quality/noise or vibration, involve external cabling installation or related activity, are planned/preventative maintenance and/or anything that requires isolation of NEXTDC fire detection systems. The PTW must be held for the entire duration of the work. Where hot works are to be carried out, work cannot start until the fire detection systems are isolated to prevent accidental discharges. When Personnel are working in areas protected by fire suppression systems, the system must be set to manual discharge only mode.

The PTW application shall be submitted through [ONEDC®](#) or the NEXTDC Customer Experience team at least seven (7) days prior to the planned commencement of the work.

Sub-standard work, or work not in accordance with site policies or the previously submitted and approved scope of works, must be rectified by the contractor, at your contractor's (or your own) cost.

Should you or your appointed contractor fail to rectify the identified issue within seven (7) calendar days of receiving written notification, NEXTDC reserves the right to engage its own contractors to perform the necessary remedial work. All associated charges incurred by NEXTDC will be billed accordingly.

2.8 Deliveries and Pick-Ups (loading dock access)

All deliveries and pick-ups are to be pre-booked in advance through [ONEDC®](#) or by emailing the NEXTDC Customer Experience team at nxtops@nextdc.com.

The minimum information required for booking any delivery or pickup is the:

- name of courier company (or driver name for self-delivery)
- delivery receipt/NXT ticket number/consignment-note reference
- estimated time-of-arrival
- number of items to be delivered, including their weight and size
- name of the person you authorise NEXTDC to release the goods to, and the date and time you expect that person to collect the goods from the facility.

While the onsite team will make every reasonable effort to assist in locating a valid NXT ticket number for incoming deliveries, any delivery presented without a valid and verifiable NXT ticket number will be rejected. This policy is in place to ensure the accuracy, traceability, and security of all site deliveries.

Even though we may acknowledge receipt of the shipment, we are not responsible for verifying that the delivered/collected shipments match the shipping documentation or the condition of the item delivered. We are not responsible for any loss or damage to the item during shipping. You must make your own insurance arrangements for the shipments.

All persons requiring access to the loading dock must:

- book in advance to ensure access is not denied
- create a standard delivery ticket for any self-delivered goods
- remove all vehicles from the loading dock area immediately following loading or unloading of goods
- unpack goods in the designated unpacking area and place rubbish and empty pallets in the rubbish disposal room.

Unpacked goods must be moved into a pre-booked staging room or taken through the security portal to the data centre and directly to your rack(s) or suite.

When organising a pick-up, all persons must:

- pack and label all goods, ready for pick-up
- book a pick-up service with a courier
- create a delivery booking through the ONEDC portal and label the delivery with the NXT ticket number
- hand the goods over to the NEXTDC Customer Service Representatives.
- NEXTDC does not organise pick-ups on behalf of customers or contractors.

Additionally, if using NEXTDC's Remote Hands service to pack a delivery, all persons must:

- provide all packaging materials
- provide the appropriate shipping label(s)
- create a Remote Hands ticket through [ONEDC®](#) for NEXTDC to pack the required goods with the supplied packaging.

NEXTDC may, at its discretion, reject deliveries based on concern for the health and safety of its employees. In order to be accepted, deliveries must be in a condition that allows for safe movement and storage without risk of damage to the content(s).

Pallets:

- Objects must be secured to the pallet via strapping or wrapping.
- Objects should be stacked in a safe, stable manner that allows for transport via forklift or pallet jack.
- Pallets should be in good condition, suitable for the weight of the delivery, and be without broken supports that may present a risk to the integrity of the pallet.
- Pallet weight should not exceed 1200 kg. If delivery is expected to be above this limit, coordination with facilities staff is required and should be noted on the delivery ticket request.

Boxes:

- Boxes must be in good condition, without significant damage, and be without risk of objects falling from the packaging.
- Boxes must be marked with appropriate signage (e.g. manual handling) that is legible and obvious.

Note: NEXTDC may provide trolleys for customer use at some sites. This does not include pallet jacks or walkie stackers, which are for use by trained NEXTDC personnel only.

2.9 Staging Rooms

Staging rooms are bookable in advance through [ONEDC®](#) or by emailing the NEXTDC Customer Experience team at nxtops@nextdc.com.

The following rules apply to all NEXTDC staging rooms:

- staging rooms can be booked up to a maximum of one month
- upon completion of your staging room booking, all material must be removed, and the room is to be left neat and tidy
- all persons must take all reasonable precautions to protect the floor, wall and ceiling surfaces; you will be held responsible and may be charged accordingly for any damage caused through negligent or reckless behaviour.

2.10 Other Site Services

The following site services are bookable in advance through [ONEDC®](#) or by emailing the NEXTDC Customer Experience team:

- parking
- meeting rooms
- storage rooms.

Parking spaces are for the sole purpose of conducting business on-site and are not to be booked for any other purpose. Please ensure your parking booking is specific to the site where you are working at.

Dedicated lockable storage lockers are available for hire on a monthly basis to store items such as instruction manuals, spare parts, cables and other materials that may be required on-site. The use of the storage lockers must comply with the terms found within this document.

Electric Vehicle (EV) charging

Electric Vehicle (EV) charging facilities are available at some NEXTDC facilities. Please be advised that these charging spaces are provided on a first-come, first-served basis and utilised at the user's sole risk. Visitors and customers assume full responsibility for the safe charging of their vehicles. NEXTDC provides these charging stations as a convenience and does not guarantee compatibility with all EV models. Users are advised to confirm their vehicle's compatibility with the charging equipment prior to use. NEXTDC expressly disclaims any liability for damage or loss incurred by vehicles utilising these charging facilities. Note: Charging of electric scooters or electric bicycles is not permitted at any NEXTDC facility.



2.11 Audits of NEXTDC Data Centres

NEXTDC customers may request audits of NEXTDC data centres where there is a regulatory or mandatory compliance requirements (e.g. IRAP) and where NEXTDC, acting reasonably, agrees such procedure is required to verify the Services or their quality through the use of third-party auditors. This excludes areas that NEXTDC is already certified against (i.e. ISO27001, ISO9001, ISO45001, ISO14001, PCI-DSS, SOC1 Type 2, SOC2 Type 2 etc.). Please refer to NEXTDC's website for the list of NEXTDC's certifications and ratings that reflect the quality of our security, operations, engineering excellence and energy efficiency of our data centres.

Customer audit activities may only be conducted within their authorised area and associated spaces where other customers' privacy is not compromised. All requests to undertake an audit are subject to prior approval by NEXTDC and subject to NEXTDC's discretion and confidentiality obligations.

Customers must request any audit via [ONEDC®](#) or via the NEXTDC Customer Experience team at least four (4) weeks prior to the intended audit date. Remote Hands fee may apply, depending on the scope and extent of audit requests.

2.12 Collection of Personal Information

For security purposes, NEXTDC collects personal information to permit access to a NEXTDC facility, such as via [ONEDC®](#) site access logs, video surveillance, and temporarily holding "NEXTDC acceptable forms of identification" in exchange for guest or contractor IDACs. This information is collected, used and kept secure in accordance with NEXTDC's Privacy Policy and GDPR where applicable.

Note that "personal information" has the meaning given to it in the Privacy Act 1988 (Cth).

2.13 Pandemic

During any pandemic or similar health event, NEXTDC may vary these Facility Rules (including implementing additional access controls and requirements) to reflect guidance from the Australian Government and relevant health practitioners to support the wellbeing of customers and staff while continuing to ensure that our facilities maintain the required 24x7x365 onsite support and availability.

If the need arises, NEXTDC will issue Service Advisory Notices (SAN) to customers and other stakeholders as to any changes or additional requirements NEXTDC is implementing at our Facilities. This will include ways in which NEXTDC can support our customers and suppliers, whether it be emergency access to site, onsite support or other customer specific requirements.

NEXTDC takes the privacy of its people, customers and partners seriously and as such will not disclose any kind of personal information that may be used to identify the person in question.

3. Security

All technical areas within the facilities are controlled by CCTV and Access Card readers, which log entry and exit from the space.

All persons entering a NEXTDC facility must:

- follow all instructions issued by NEXTDC
- not prop open any doors
- only use emergency exits as part of a genuine emergency evacuation
- not attempt to access any unauthorised areas, on a non-exhaustive basis
- not tamper with, remove or disable any facility systems or services
- not capture any imagery without the prior written consent of NEXTDC. NEXTDC reserves the right to review any images captured
- not install any supplementary security devices without the prior written consent of NEXTDC
- not leave any items unattended
- present bags and/or boxes for inspection upon request
- comply with all security procedures, instructions and rules
- take reasonable care of their own security posture
- not access racks and/or cages belonging to other customers, underfloor areas, air conditioning systems, plant rooms, the security office, and service risers.

Please note that a current, active NV1 clearance is required for unescorted access into site-specific Enclaves. This clearance will be verified prior to access being granted.

Tailgating

Following another individual through a secured entry point without using your own access credentials is strictly prohibited:

- entry and exit from the facility must be conducted using a valid access pass or by receiving explicit authorisation from security personnel onsite
- vehicle access is not permitted until the entry gate has fully closed behind the preceding vehicle
- each authorised individual must independently swipe or scan their access pass at closed doors or gates to gain entry. Sharing access or entering without proper authorisation is not permitted.

Individuals found to be tailgating may have their access privileges suspended and may be required to leave the site. Reinstatement of access may be contingent upon the successful completion of a site re-induction.

Video footages

Video footage will be provided to authorities as part of a duly authorised investigation, as approved by NEXTDC. If you have an incident that requires an investigation of the footage, this may be made available for viewing, provided it does not affect the privacy of others and at NEXTDC's discretion. Any request for assistance with video footage can be made by raising a ticket via [ONEDC®](#) to the NEXTDC Customer Experience team. These requests must be made by the customer's authorised representative.



4. General

All persons entering a NEXTDC facility must:

- not tamper with, damage or interfere with any equipment that does not belong to you
- not smoke unless in a designated smoking area external to the facility
- not consume or be under the influence of alcohol or drugs
- not use any type of loudspeaker to play media of any kind in communal areas
- not consume food or beverages outside of the designated break-out spaces allocated
- not transport food or beverages through the data halls
- ensure all rubbish is removed and all work areas left clean and tidy. Combustible materials are not permitted within the data halls i.e. Cardboard, timber, plastic bags etc.
- be considerate of others in all shared areas and amenities
- minimise excessive use, interference with, or obstruction to, the proper use and enjoyment of these amenities by others
- report all damage and faulty equipment
- not bring minors to any NEXTDC facility unless they are part of a tour group, or an employee of a customer or a contractor
- ensure that when in a NEXTDC facility, all minors are directly and continuously supervised by an authorised adult at all times
- not bring any pet or animal to a NEXTDC facility, except for guide or assistance animals
- not bring combustible materials into the facility without prior approval and supply of a relevant Safety Data Sheet (SDS).

4.1 Insurance

All persons entering a NEXTDC facility must, at your cost, effect and maintain adequate insurance policies with reputable insurers in connection with your access to, and use of NEXTDC Facilities, including:

- i) all risks property damage insurance
- ii) workers' compensation/employer's liability insurance in accordance with applicable law; and
- iii) third party liability insurance, including coverage for public liability and occupier liability, product liability and independent contractors' coverage.

4.2 Battery Storage Systems

All batteries or energy storage systems with a capacity exceeding 300mAh (eg BIOS/CMOS batteries) must receive prior written approval from NEXTDC before being introduced or stored within any NEXTDC facility. All batteries or energy storage systems must comply with all applicable laws and only be used in accordance with reasonable directions as issued by NEXTDC from time to time.

In addition, all approvals to use lithium-ion batteries within the Facility are provided subject to and conditional upon the Customer (and the customer's end-users) providing NEXTDC with the following information prior to utilising the lithium-ion batteries, as well as periodically on request from NEXTDC:

- the type and manufacturer of any lithium-ion batteries deployed or intended for deployment, along with relevant UL 1973 and UL 1642 listing reports; and
- confirmation that the lithium-ion batteries meet the requirements of the UL 9540A module-level test and comply with all applicable local regulations.

Any failure to meet the above requirements may result in the battery or energy storage system being removed at the customer's expense and will constitute a material breach of the agreement.

4.3 Fire Systems and Evacuation

All persons entering a NEXTDC facility must:

- not isolate or otherwise disable any fire detection or suppression system unless it is an authorised action as part of work pre-approved by NEXTDC
- not obstruct, prop open or misuse any fire door
- not obstruct or misuse any fire stairs or fire exit
- not operate any fire suppression systems
- exit immediately and do not re-enter any area where a fire suppression system has or is about to discharge
- comply with all emergency evacuation system alerts, and instructions given by NEXTDC staff or emergency services personnel
- not re-enter any NEXTDC facility following an evacuation until permitted by NEXTDC fire wardens.



4.4 Health and Safety

All persons entering a NEXTDC facility must:

- immediately report front desk/ security office or any NEXTDC staff of all workplace health and safety accidents, injuries and near misses that occur within the facility boundary
- wear enclosed, flat footwear at all times
- wear clothing suitable for the work environment
- behave in a manner acceptable to NEXTDC
- carry out work in a manner that does not impact others or the operation of the facility – all work on site is subject to the reasonable requirements and directions of NEXTDC
- not abuse, leer at, sexually harass or otherwise behave in an offensive manner towards staff or other facility visitors
- ensure that emergency alarms and announcements can be heard when using headphones
- be properly trained and certified (if required) for using any required lifting devices and ensure that the lifting device is designed for the purpose it is being used for and that it is properly maintained and used in accordance with any relevant WHS legislation
- ensure all hazardous materials brought into the facility are accompanied by the appropriate Safety Data Sheets (SDS) and are stored and handled in compliance with relevant regulations and guidelines
- ensure ladders are fibreglass and fit for use, in conjunction with the appropriate WHS guidelines. NOTE: NEXTDC has a ladders last policy. Alternate methods of access such as EWP's or mobile scaffolds should be used by preference and ladders only used as a last resort if no safer access methods are available. A ladder should be of the platform type of an appropriate height for the task.

NEXTDC does not supply ladders or any type of tools. Server lifters and trolleys can be requested via a Remote Hands request where available.

First Aid equipment is available for use at all facilities. Each facility has personnel trained and certified in the provision of first aid. If further immediate treatment is required, arrangements will be made to transport the injured party off-site for medical treatment.

Due to elevated temperatures, hot aisles within the data hall may present a heat stress risk. To manage this risk, the following work-to-rest schedule is recommended for individuals required to work in these areas. These guidelines assume rest breaks are taken in a cool, shaded environment with access to drinking water:

Temperature threshold	Recommended work-to-rest regime
>30° degrees	15-minute break every 2 hours
>35° degrees	15-minute break every 1 hour
>40° degrees	15-minute break every 30 minutes
>45° degrees	15-minutes break every 15 minutes

Where feasible, NEXTDC will display signage at data hall entry points indicating the expected hot aisle temperature range. Please also consider the use of additional personal protective equipment (PPE) or cooling aids when working in hot environments exceeding 35°C.

4.5 Environment

All persons entering a NEXTDC facility:

- must ensure that their activities do not result in soil contamination, air quality/water pollution and minimise noise and vibration levels to avoid disturbing other facility users and the surrounding environment. Any activities that generate significant noise or vibration must be scheduled during designated times, pre-approved by NEXTDC
- must respect and protect any designated bio-zones within NEXTDC facilities and is restricted to authorised personnel only
- must ensure all packaging materials and general waste are disposed of in the designated collection areas: waste disposal in these areas is provided at no charge. They should use recycling bins where available and follow proper waste segregation practices to promote recycling and reduce waste. A Remote Hands fee may be charged if NEXTDC is required to remove rubbish and materials left on-site and not taken to the relevant collection areas
- must not dispose of electrical and electronic equipment in NEXTDC's bins, unless bins are provided expressly for this purpose
- non-data-storing electronic waste must be placed in the designated e-waste bins. For e-waste that contains data, customers are required to securely wipe the data before disposal or utilise NEXTDC's destruction service for a fee. If e-waste bins are unavailable, customers are responsible for removing all electronic waste from the premises
- are encouraged to use sustainable materials for packaging and other supplies. They should choose to opt for recyclable or biodegradable materials and avoid single-use plastics.

Environmental Incident Management Process

Upon reporting an environmental incident to the NEXTDC Customer Experience team, all persons must follow the NEXTDC incident management process, which includes:

- providing detailed information about the nature and extent of the incident
- cooperating with NEXTDC staff and any external emergency services or environmental regulatory bodies involved in the response
- participating in any required investigations or reviews to determine the cause of the incident and to identify corrective actions to prevent recurrence.

The party responsible for the incident will be liable for any costs associated with the cleanup and remediation of environmental incidents caused.

4.6 Installations

All persons entering a NEXTDC facility must:

- manage all equipment deliveries in a professional, coordinated manner
- upon request by NEXTDC, provide rack weight(s) in advance of delivery and participate in project risk assessments
- comply with all NEXTDC instructions for weight distribution and/or protection of floor and wall surfaces at no cost to NEXTDC
- ensure that aisles and corridors are clear and unobstructed at all times and that all doors, including hot and cold aisle doors, remain closed when not in use
- not detach, un-bay, disassemble, move or otherwise modify any rack or rack privacy panel without prior written permission from NEXTDC
- ensure containment integrity is maintained through the use of blanking panels to block vacant rack unit positions
- ensure all equipment and related items are securely, neatly and safely installed or stored entirely within the racks or suite allocated, and in a manner that does not obstruct passage or present other hazards
- not lift floor or ceiling tiles or otherwise access the sub-floor or plenum ceiling area for any reason
- not install any radio antenna equipment (Wi-Fi access points, mobile network antennas, and similar), unless NEXTDC has agreed in writing, as they may cause interference with our systems
- not store cardboard, liquids, flammable materials, or any other items deemed dangerous by NEXTDC management in the data halls
- not bring in any combustible items into the data hall area
- remove all packaging and rubbish
- not adjust or relocate floor or ceiling grilles
- take precautions to protect the floor, wall and ceiling surfaces within our facilities
- pay for any damage you cause to NEXTDC's facilities
- ensure equipment installations comply with the [NEXTDC Structured Cabling Installation Requirements](#)

- For any liquid cooling technologies, a leak detection system must be installed or connected to the existing leak detection system at the installer's expense.

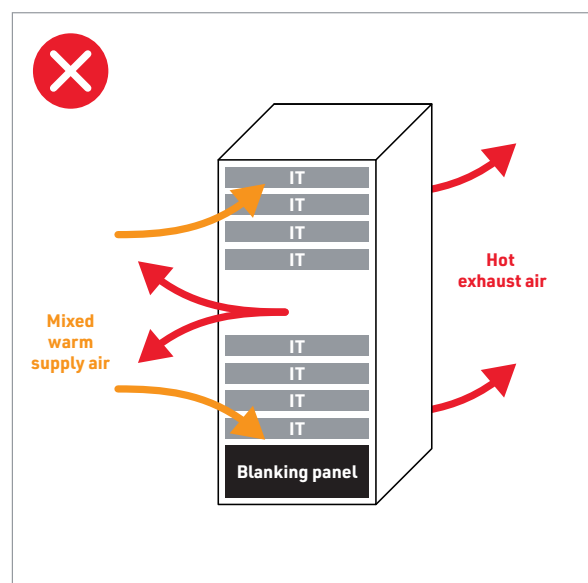
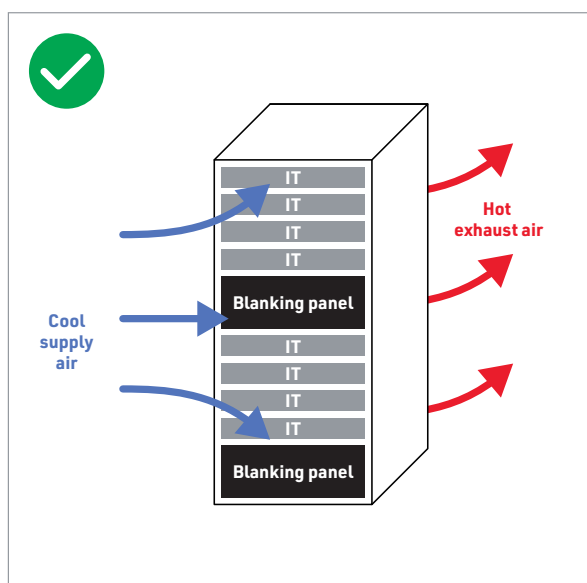
Any equipment or installation deemed not to conform with any part of these Facility Rules will be escalated with the primary point of contact. Persons shall have 15 business days to rectify any non-compliance issues. Failure to do so may result in access being deactivated, re-induction or applicable charges being incurred to cover labour costs to rectify.

4.7 Airflow Containment Installation Practices

In order to maintain optimal levels of efficiency and sustainability, it is mandatory to follow airflow installation best practices. Anytime cool intake air is mixed with hot exhaust air, the efficiency of the data centre is reduced, and your environment may be impacted.

Follow the steps below to ensure that your installation provides the best environment for your equipment, is compliant with facility rules and does not require costly reinstallation.

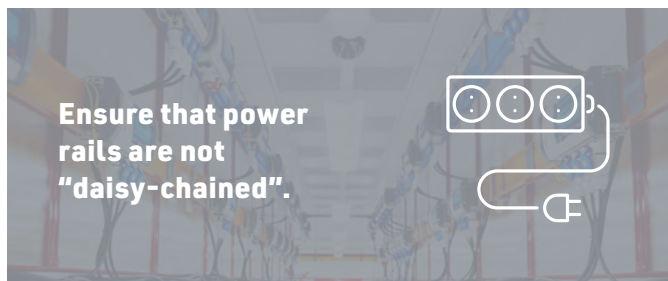
- Ensure all equipment is installed with the airflow intake drawing air from the cold aisle and exhaust air directed to the hot aisle. For NEXTDC standard racks, the cold aisle has blue doors, and the hot aisle has red doors
- Ensure any open gaps in the rack are filled with blanking panels supplied by NEXTDC
- If cables run from the front of the rack to the rear of the rack, use the brushed grommets on both sides of each rack. If cables run through any RU space, brushed panels are to be used. Brushed panels are to be provided by you or NEXTDC can provide these at a small cost per unit. Failing to re-install blanking panels may require you to return to the site to install them or be charged for NEXTDC to re-install them on your behalf
- Where equipment has air exhausting to the side of the unit, you are responsible for ensuring appropriate mechanisms are put in place such that the exhaust air doesn't recirculate to the cold aisle. Manufacturers of such devices often have adapter panels that route the air correctly
- Some devices may allow you to change the fan flow direction in the settings or physically reverse the fan mount to ensure you meet the cooling requirements.



5. Power

All persons entering a NEXTDC facility must:

- ensure all equipment is tested and tagged in accordance with AS3760 and/or the applicable electrical regularity requirements
- ensure all equipment is installed to utilise the A+B power configuration for maintainability and redundancy correctly, and not to draw additional power. Refer to the [Power Rail Best Practices Guideline](#) for detailed guidance.
- ensure the combined usage of the A and B outlets shall not exceed your contracted power allocation
- not use power boards, double adaptors or similar devices. Where additional power boards are required, contact NEXTDC Facility Operations team to discuss the installation of additional power rails
- Where a 10a general purpose outlet (GPO) is required, IEC13 to GPO adapters are available in the NEXTDC vending machines
- ensure that power rails are not “daisy-chained” (plugging one power rail into another power rail)
- ensure Static Transfer Switches (STS) are of a type that provides overlapping switching of the neutral conductor and that Automatic Transfer Switches (ATS) operate by electromechanical open transition of the phase and neutral conductors. In either case, devices must be approved by NEXTDC in writing and customers use such devices at their own risk. NEXTDC can supply and install pre-approved devices where dual-power equipment is not available
- ensure any provided power rail(s) are inspected by a competent person and are tested and tagged in accordance with AS3760 – the connecting plug must be of IEC309 type
- not inspect, touch or tamper with any overhead services without written approval from NEXTDC. Failure to comply may result in the immediate cancellation of IDAC(s) and the responsible person(s) being escorted from the site
- remember that NEXTDC reserves the right to refuse the installation of equipment and power rails where (1)



All equipment racks installed in NEXTDC facilities must be earthed as per NEXTDC standards.



the electrical work does not comply with the relevant standards or regulations; (2) is not performed in a proper and professional manner; or (3) was undertaken by an unlicensed person. In the event that work carried out is deemed by NEXTDC to be non-compliant and dangerous in nature, the offending equipment may be disconnected immediately and without prior notification

- provide notice of at least one business day if you require a NEXTDC power outlet connection or disconnection, by creating a ticket in [ONEDC®](#) or by contacting the NEXTDC Customer Experience team. The initial connection to the power outlets specified in the customer contract is included in the establishment fee – subsequent power connections will be charged at our standard Remote Hands rate
- only connect equipment to the power feed within the rack the equipment is located in. Do not cross-feed equipment from other racks. Refer to the Power Rail Best Practices Guideline for detailed guidance.
- All equipment racks installed in NEXTDC facilities must be earthed as per NEXTDC standards and in accordance with AS3000
- Any piece of equipment that requires an earth in accordance with the manufacturer specification or AS3000 must have a separate dedicated earthing conductor installed completely separate from the earthing used for the rack.

If you trip the NEXTDC managed circuit breakers, you should create a Remote Hands ticket in [ONEDC®](#) or contact the NEXTDC Customer Experience team to request it to be reset. NEXTDC staff will require access to your rack to perform a non-invasive visual inspection before the breaker is reset. You will be charged at our standard Remote Hands rate.

If a NEXTDC managed circuit breaker has tripped more than once, we will require you to have your hardware electrically tested by the vendor or qualified electrician. Failure to do so will result in NEXTDC refusing to reset the circuit breaker.



6. Cabling and Carrier Services

The customer or their contractor and carriers must:

- notify NEXTDC of planned carrier service installations through the relevant access booking process in [ONEDC®](#)
- order the required structure cabling and Cross Connect services to connect to services
- obtain a cable license for any cable deployment outside of any rack (or suite) prior to installation
- ensure that each cable or group of cables deployed under a cable license has a maximum diameter of 25mm, noting that any cable comprised of a group of cables over 25mm will incur additional cable license fees
- ensure all customer or carrier installed cabling deployments comply with the respective NEXTDC structured cable license installation requirements and any supplementary requirements
- Low Smoke Zero Halogen (LSZH) type cabling must be used for cabling running internally within the facilities. i.e. cable paths originating and finishing within the facility. This excludes lead in cabling.
- do not undertake private cable installation, except for cables connecting between your own contiguous racks via the side cable ports inside the rack
- ensure any private tie cabling is removed at the conclusion of the customer's contract term or once it is no longer being used – if any damage is caused by its removal or if it is not removed, you may be charged accordingly for the reasonable cost of removal and/or repairs
- provide all Cross Connect B-end details in the correct NEXTDC format - it is the customer's responsibility to ensure these details are in the correct format
- ensure that only the A-end customer (company who ordered the Cross Connect(s)) can request that their service(s) be disconnected for testing, decommissioned or other

Low Smoke Zero Halogen (LSZH) type cabling must be used for cabling running internally within the facilities.



- not install, disconnect, move or swap any cable on the NEXTDC side of the demarcation point, without written approval by NEXTDC and the A-end customer of that service(s), by way of a [ONEDC®](#) ticket – a person's failure to book ahead will result in the immediate cancellation of their IDAC and removal from site
- use only approved internal cabling: cabling such as gel-filled, armoured, outdoor-rated, water-blocked, or any other types not specifically designed for internal data centre environments is prohibited unless explicitly approved by NEXTDC in writing prior to installation. This includes any cabling with large bend radii or rigid construction that may be incompatible with facility tray systems, patch frames, or cable management infrastructure. (NEXTDC recommends using dry loose-tube or tight-buffered cables for cleaner, more efficient installations and improved long-term reliability, depending on environmental needs and handling preferences.)

If for any reason, a customer's fibre Cross Connect does not work, NEXTDC will perform one complementary TX/ RX core swap at the requesting customer's rack. This involves a NEXTDC technician reversing the polarity on the customer's patch lead. Any further work relating to the Cross Connect in question will require a Remote Hands ticket(s) raised. Should NEXTDC be at fault, no charges will be applied to the Remote Hands request. Issues outside of NEXTDC's control or infrastructure will incur charges.



Appendix A: Edge Data Centre Facility Rules

SC1 Sunshine Coast, PH1 Port Hedland and NE1 Newman

NEXTDC's SC1, NE1 and PH1 facilities operate in accordance with the NEXTDC Facility Rules except for the items listed below.

1. Emergencies

Edge sites are not manned 24/7. If there are no NEXTDC personnel onsite, contact NEXTDC by calling 1300 NXT OPS (1300 698 677).

2. Staging Rooms

1. Staging rooms are not available at these facilities.
2. Cardboards are not allowed in the data halls. All unpacking must be done in the airlock entrance without obstructing the doorways and pathways. Visitors are responsible for the disposal of their own rubbish in the bins provided.

3. Rack Access

Rack access is controlled via

1. secure IDAC access in PH1 and NE1
2. with physical keys at SC1 which are secured with an on-site IDAC-secured key safe.

Security profiles and personnel access for IDAC access are managed through the [ONEDC®](#) portal.

Customers must:

- return all temporary (guest/ contractor) IDACs before exiting the facility.
- not share IDACs with unauthorised parties
- immediately report lost or stolen IDACs to the NEXTDC Customer Experience team by calling 1300 NXT OPS (1300 698 677).
- raise a [ONEDC®](#) ticket through an appropriately authorised person to allow third-party key access.

Lost or stolen IDACs will incur a customer charge for replacement and re-keying of the relevant racks.

4. Other Site Services

1. All Edge facilities are equipped with CCTV cameras that are monitored remotely
2. Street parking is available at the facilities but cannot be booked in advance.
3. No on-site storage or delivery acceptance services are available. Please contact NEXTDC by calling 1300 NXT OPS (1300 698 677) to arrange delivery services or raise a Remote Hand request to arrange delivery to the site.
4. Edge sites are not equipped with cable stock vending machines or cable stock on site.



Appendix B: Glossary of Terms

Term	Definition
AS 3760	Australian standard for In-Service Safety Inspection and Testing of Electrical Equipment
AS 5377	Australian standard for Collection, Storage, Transport and Treatment of End-of-Life Electrical and Electronic Equipment
Cable License	NEXTDC cable license product
Cable License Installation Requirements	This document outlines the NEXTDC specific requirements for all work related to copper and fibre structured cabling systems within NEXTDC facilities
Cage	A caged area which may include racks, the specifics of which are outlined in an applicable Service Order
Carrier	Authorised carrier under the Telecommunications Act 1997
Cross Connect	NEXTDC Cross Connect product
Cross Connect ID	Cross Connect identification number provided by NEXTDC
Facility Rules	Rules relating to the operation and management of the facility and the provision of the services
IDAC	A NEXTDC issued access card to enable access to the data centre
Letter of Authority	NEXTDC's formal agreement with customers to provide access to NEXTDC facilities to inducted personnel who are covered under a Service Provider License
NEXTDC	NEXTDC and all of its subsidiaries, affiliates and related bodies corporate
ONEDC®	NEXTDC's proprietary software
Permit to Work (PTW)	The formal documentation that outlines the works to be performed, the contractor's requirements and associated documents, including the scope of works, SWMS, drawings and specifications and certificate of currency insurance
Rack	A physical rack, the specific details of which are outlined in an applicable Service Order
Rack ID	The rack identification number provided by NEXTDC
Security Office	The office at the main entrance of each facility where NEXTDC Customer Service Representatives (CSRs) are located
Scope of Works	Detail of works to be conducted under a PTW
Service ID	The service identification number provided by NEXTDC
Service Provider License	NEXTDC's formal agreement with Service Providers
Structured Cabling	NEXTDC structured cabling product
SWMS	Safe Work Method Statement
WHS	Workplace Health and Safety

Appendix C: Amendments from Version 12

Section	Summary of changes
IDACs	<ol style="list-style-type: none"> 1. Further emphasis on IDAC usage by designated owners and only within NEXTDC facility
Permit to Work (PTW)	<ol style="list-style-type: none"> 1. Update to hot works and isolation requirements 2. A new requirement has been added allowing NEXTDC to rectify unresolved issues after seven days' notice, with all associated costs charged to the customer
Deliveries and Pick-Ups	<ol style="list-style-type: none"> 1. A new requirement has been added stating that deliveries without a valid NXT ticket number will be rejected, and customers are responsible for verifying shipments and arranging insurance 2. NEXTDC may provide trolleys for customer use at some sites. This does not include pallet jacks or walkie stackers, which are for use by trained NEXTDC personnel only
Security	<ol style="list-style-type: none"> 1. NV1 clearance requirement for unescorted access into site- specific Enclaves 2. New section added on tailgating 3. New section added on video footages
General	<ol style="list-style-type: none"> 1. Regulatory and technical requirements pertaining to battery storage systems have been clarified and made more explicit
Health and Safety	<ol style="list-style-type: none"> 1. The previously combined Health, Safety, and Environment section has been restructured into two separate sections to provide clearer emphasis on Health and Safety and on Environmental requirements respectively 2. Hazardous materials brought into the facility are accompanied by appropriate SDS and are stored and handled in accordance with relevant regulations and guidelines 3. Emphasis on NEXTDC's ladders last policy 4. Availability of First Aid equipment 5. Recommendation for managing heat stress risk in hot aisles
Environment	<ol style="list-style-type: none"> 1. New section to reinforce existing environmental requirements and incorporate additional obligations/requirements including environmental incident management process
Insurance	<ol style="list-style-type: none"> 1. New section on insurance obligations/ requirements for persons accessing NEXTDC facilities
Power	<ol style="list-style-type: none"> 1. Use of Automatic Transfer Switches (ATS) that operate via electromechanical open transition of phase and neutral conductors must have written approval from NEXTDC, and their use is at the customer's own risk
Cabling and Carrier Services	<ol style="list-style-type: none"> 1. Recommendations on the use of dry loose-tube or tight-buffered cables for cleaner, more efficient installations and improved long-term reliability, depending on environmental needs and handling preferences



NEXTDC



NEXTDC

where the cloud lives™

136 398

nxtops@nextdc.com

nextdc.com

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