

## Exhibit B – Access to the Premises

Customer will designate not more than 3 personnel to be approved for access. Approved Personnel may access the co-location Space on a 24 x 7 x 365-day basis for the purpose of installing, operating, maintaining, repairing or removing the Customer Equipment in accordance with the terms and conditions of the Agreement. Approved Personnel shall at all times, while on the Premises, comply with security and safety procedures as listed below.

Security and safety for the Park Place Interconnect is the responsibility of all parties that are involved in hosting equipment and/or services in the building. Failure of a client, partner, vendor, consultant, or contractor, to follow the regulations below is grounds in termination of agreements and potential legal action.

### Security Access Level Definitions

#### Authorized LCOG Staff Access

- Only staff members with assigned job duties that have immediate business in the interconnection facility.
- These staff are authorized for interconnection facility center work and to escort others.

#### Unescorted Access

- All persons assigned require approval by the interconnection facility manager and will have proximity cards (permanent or temporary) assigned to them.

#### Escorted Access

- Must be admitted access by authorized LCOG staff or authorized tenant
- Must be supervised by authorized LCOG staff or proximity card holder
- Authorized LCOG Staff or authorized tenant are responsible for the actions of those under their escort

*All other access is considered unauthorized*

### Security Access Regulations

#### Access Log

- All non-LCOG staff required to sign in and out for each visit
- Form must have all fields completed

#### Revocation of Access & Periodic Review

- Lane Council of Governments reserves the right to revoke access at any time
- Lane Council of Governments will conduct periodic reviews of access and revoke access if it is determined to be no longer necessary
- All persons assigned an proximity card must forfeit their card immediately upon termination, or retirement from their employer. Employers are responsible for collecting the card and notifying LCOG.

#### Proximity ID Card

If access is approved:

- Each authorized person will be assigned a proximity card
- Each card must include a full name and organization
- Card is not to be loaned to anyone; this will be grounds for having access privileges revoked.
- It is the cardholder's responsibility to contact immediately if card is lost or stolen
- \$20 charge for replacement.
- Must be visibly worn at all times while on LCOG property.

#### Interior Doors

- Must immediately be closed after staff and any needed supplies have passed through.
- May only be propped open only with approval of LCOG Staff.

#### Exterior Doors

- Must immediately be closed after staff and any needed supplies have passed through.

#### Loading Dock, Lift Access, & Deliveries

- Access must be coordinated with LCOG Staff. (Minimum 24-hour notice)

#### Reporting

- All persons must report all issues involving access, safety, health, or fire concerns
- Use contact numbers listed in the interconnection facility

#### Parking

- Do not park in reserved or restricted spaces
- Do not block driveway or loading dock
- For longer term projects Parking Permit or vouchers are available thru City of Eugene.

#### Cleanliness & Box/Garbage Disposal/Recycling

- Please help us keep the facility and surrounding areas clean by utilizing provided garbage bins.
- Cardboard should be broken down and neatly stacked in or near garbage located south of the facility.

#### Emergency Evacuation

- Follow posted directions and signs to exit
- Immediately contact LCOG Staff

#### Food and Drink

- Absolutely no food or drink is allowed in the facility.

#### Tours

- Only permitted when coordinated with Authorized LCOG Staff

#### Video Surveillance

- All LCOG facilities are video monitored & recorded.
- All cabinets will have door sensors.

#### Exception from policy

- Police, fire, and medical personnel responding to an emergency situation.

#### Scheduling

- All access to LCOG and Meet-Me cabinets must be coordinated, confirmed and scheduled at least 24 hours in advance.