

MADISON

WELCOME GUIDE



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PHYSICAL SITE ACCESS/SECURITY

SITE ADDRESS

222 W Washington Blvd
Suite 1
Madison, WI 53703

Please be advised that this site is monitored
24x7 via Network Surveillance Cameras.

PARKING

Parking is available between 8a-5p in the
underground parking structure located on
N Henry St. You will need a paper coupon
to exit the parking garage (available in the
conference room of the US Signal suite).

After normal business hours, parking is
available on street around the building.

CUSTOMER ENTRANCE VIA PARKING GARAGE

There is a designated parking area for
“visitors” just inside the entrance to the
parking structure. The entrance to the
elevators is located inside a vestibule on
the north side of the parking garage.

CUSTOMER ENTRANCE VIA STREET PARKING

The building entrance is located on the east
side of the building off of West Washington
St. There is a “Fiore Companies” sign near
the door.

ACCESS CARD MANAGEMENT

Please be advised you are required to carry
and display your photo ID at all times when
on US Signal property.

A building provided key fob will be needed
for after hours access. Contact [badges@
ussignal.com](mailto:badges@ussignal.com) to request one.

ALARM CODE

Your alarm code is in a separate document
and is unique to you.

NEW CUSTOMER COLOCATION ACCESS

Customers are required to submit an access
application, along with a clear photograph
for each person requiring access. Please
submit the application and photo to
badges@ussignal.com prior to being on
site. In order to be enrolled in the system
you must be present on site to perform the
initial eye scan. An enrollment time can be
arranged by calling the TOC at 888.663.1700
or emailing badges@ussignal.com.



PHYSICAL SITE ACCESS/SECURITY

ADDITIONAL AUTHORIZED USERS

Customers wishing to add Authorized Users are required to submit a completed Access Form with SPOC signature, along with a clear photograph for each person requiring access. Please submit the application and photo to badges@ussignal.com prior to being on site. In order to be enrolled in the system you must be present on site to perform the initial eye scan. An enrollment time can be arranged by calling the TOC at 888.663.1700 or emailing badges@ussignal.com.

ENTRANCE PROCEDURE VIA PARKING GARAGE

Please follow this procedure when entering the building:

- + Locate the elevators inside the vestibule on the north side of the parking structure.
- + Take the elevator to Level 1.
- + Exit the elevator and locate a large gold door at the end of the hallway.
- + Go through the gold door, and turn left down the hallway. The US Signal suite is at the next door on the right. (Labeled with US Signal sign)

- + Locate the proximity reader on the wall and swipe your RFID card.
- + After entering the conference room, locate the key pad on the wall next to the door. If it is reading, <ARMED> <ENTER CODE OR ALARM WILL SOUND>, please enter your alarm code, followed by the number "1".
- + Proceed through the next door on the opposite end of the conference room.
- + Once inside the control room, locate the proximity reader on the wall next to the door and swipe your RFID card.

ENTRANCE PROCEDURE VIA STREET ENTRANCE

- + Locate the glass doors on the east side of the building. They are labeled with a "Fiore Companies" sign.
- + Enter the lobby, and proceed past the guard desk.
- + Turn right down the first hallway and locate the large gold door.

- + Go through the gold door, and turn left down the hallway. The US Signal suite is at the next door on the right. (Labeled US Signal)
- + Locate the proximity reader on the wall and swipe your HID card.
- + After entering the conference room, locate the keypad on the wall next to the door. If it is reading, <ARMED> <ENTER CODE OR ALARM WILL SOUND>, please enter your alarm code, followed by "1".
- + Proceed through the next door on the opposite end of the conference room.



PHYSICAL SITE ACCESS/SECURITY

- + Once inside the control room, locate the proximity reader on the wall next to the door and swipe your HID card. Please follow this procedure when exiting the building after completion of your work if there aren't any remaining visitors:
- + Locate the key pad near the colocation entrance door. If it is reading, <READY TO ARM>, please enter your alarm code, followed by the number "2". The alarm is armed if the display now reads, <ARMED> <YOU MAY EXIT NOW>. You have 60 seconds to exit the building. If the key pad does not show <ARMED> <YOU MAY EXIT NOW>, it has not been activated. Please follow the next procedure.

EXIT PROCEDURE - OVERRIDE FUNCTION

Please follow this procedure if the normal Exit procedure fails:

- + Enter your alarm code, followed by the number "1". You will hear a chime.
- + Enter your alarm code again, followed by the number "1". You will again hear a chime.
- + Enter your alarm code, followed by the number "2". The alarm is armed if the display now reads, <ARMED> <YOU MAY EXIT NOW>. You have 60 seconds to exit the building. If the key pad does not show <ARMED> <YOU MAY EXIT NOW>, it has not been activated. Please contact the Technical Operations Center at 888-663-1700 to report an issue arming the site alarm.



CUSTOMER CONTROLLED INSTALLATIONS

HOT/COLD AISLE CONFIGURATION FOR DATA CABINETS

This Data Center utilizes a hot aisle/cold aisle configuration. Equipment is required to be mounted so that the exhaust vents into the hot aisle. Please contact the TOC if you have questions about this before mounting your equipment.

PLACEMENT OF EQUIPMENT WITHIN YOUR DATA CABINET

Place equipment with a high BTU/Hr output as low in the cabinet as possible. Please use cable management and mount blank panels between equipment in the cabinet. This will help keep the cold air from being pulled through the openings into the hot aisle.

PLACEMENT OF CABINETS/RACKS WITHIN CAGED SPACE

Please place cabinets/racks in a manner that maintains a hot aisle/cold aisle configuration. You are also required to maintain at least 3 feet between aisles for proper cooling of the space.

FLOOR DRILLING

Floor drilling to support your cabinets or relay racks is permitted. You are required to notify the Technical Operations Center at least 24 hours in advance of drilling into the floor.

OTHER CONSTRUCTION

Any other changes to the customer cabinet/cage that could potentially create airborne particulates must be approved by the US Signal Facilities department in advance of making these changes. Please contact the TOC to request a meeting with a representative.

ACCIDENTAL FIRE ALARM TRIP

If work that you are doing causes a false fire alarm, please quickly proceed to a fire alarm station (located near the exits). PRESS AND HOLD the yellow button. Call the TOC immediately. They will be able to assist you in preventing the Ecaro 25+ from releasing into the room.



SHARED SPACE

US Signal offers use of the Madison shared space to active customers. The room features tables and chairs for impromptu meetings off the data center floor for your convenience. Please contact Facilities at facilities@ussignal.com or contact the TOC for any questions regarding the shared space.

GENERAL INFORMATION

FREIGHT DOOR ACCESS

There is no freight door available for customer use.

CARDBOARD

All cardboard is to be removed from cabinets and cages. Replacement gear should be placed in plastic storage containers for future use. There is a dumpster located in the parking garage on level G1. No trash of any kind is to be left inside the colocation area.

FOOD AND BEVERAGE POLICY

No food or beverages are allowed in the colocation area.

CLEANING

US Signal is responsible for cleaning the common areas, hallways, and walkways on a regular basis. All colocation customers are responsible for keeping their cage or cabinet(s) in a straight and orderly manner. If you see an area that needs assistance, please contact the TOC.

RESTROOMS

There is a restroom located behind the guard station near the building lobby.

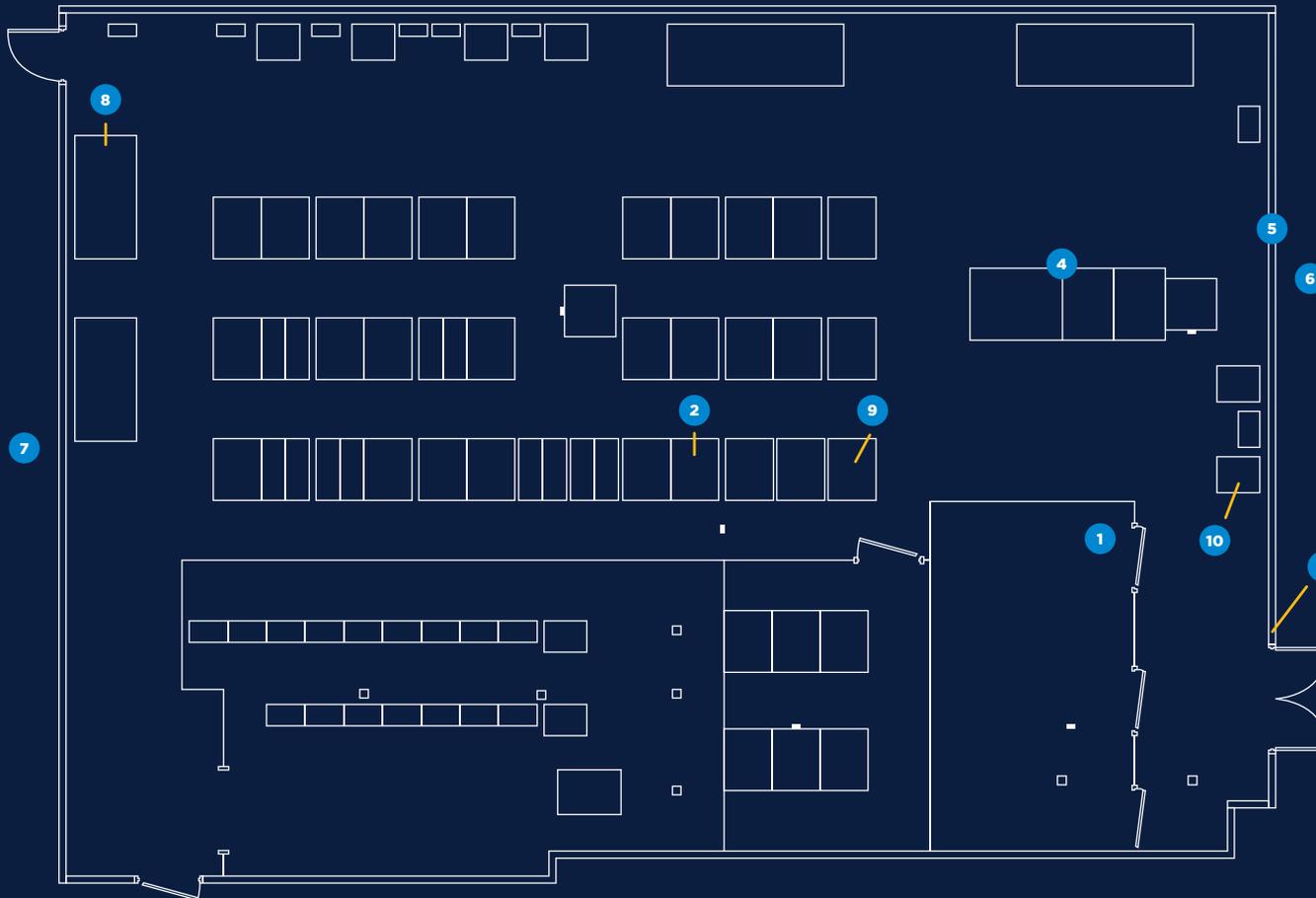
SMOKING POLICY

All US Signal facilities are non-smoking. No smoking is permitted within 15 feet of the colocation entrance.



MADISON FLOORPLAN

SECURE AND EFFICIENT BY DESIGN



1. Cage
2. Cabinet
3. Biometric Scan
4. UPS
5. Network
6. Loading dock
7. Single back up generator
8. HVAC (N + X)
9. Meet-Me-Cabinet
10. Clean agent fire suppression

CONTACT SUPPORT & SECURITY

US SIGNAL ADDRESS

201 Ionia Ave SW
Grand Rapids, MI 49503

TECHNICAL OPERATIONS CENTER

888.663.1700
toc@ussignal.com

US SIGNAL SALES

616.988.7000
info@ussignal.com

