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Latest Version:	1.1	Revision Date:	06/15/2016
Effective Date:	06/15/2016	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Bert Whiting	Reviewing Unit:	Facilities
Title:	Raised Floor Access Reporting SOP		
Description:	This document is the operating standard for reporting on the individuals who have access to the Raised Floor and the Computer Operations Room.		

Raised Floor Access Reporting Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to identify how access to the Raised Floor and Computer Operations Room is monitored and reported.
2. Scope
 - 2.1. This document applies to the individuals who have access to the Raised Floor and/or the Computer Operations Room.
3. Discipline
 - 3.1. Administrative Standards
4. Terms and Definitions
 - 4.1. Raised Floor – The room in a data center where the data processing equipment is located.
 - 4.2. Computer Operations Room – The room outside the Raised Floor from where the operators monitor systems and run jobs.
5. Instructions
 - 5.1. On the 10th of each month, PMO Support runs three reports to monitor access to the Raised Floor and Computer Operations Room at the OMES Data Center.
 - 5.1.1. The first report (Access report) shows each individual who has access to the Raised Floor (Room 1030B).
 - 5.1.2. The second report (Access report) shows each individual who has access to the Computer Operations Room (Room 1030A).
 - 5.1.3. The third report (Rejection report) shows each unsuccessful attempt in the past month to enter the Raised Floor (Room 1030B) by swiping an ID badge.
 - 5.2. On the same day, PMO Support runs two reports to monitor access to the Raised Floor area in the Stillwater Data Center.
 - 5.2.1. The first report (access report) shows each individual who has access to the Raised Floor (Career Tech Data Center East Door and Career Tech Data Center West Door).
 - 5.2.2. The second report (Rejection report) shows each unsuccessful attempt in the past month to enter the Raised Floor by swiping an ID badge.

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5.3. The following information can be found on the reports identified above:

5.3.1. Access reports

5.3.1.1. Name of cardholder

5.3.1.2. Card number

5.3.1.3. Days and times for clearance

5.3.2. Rejection reports

5.3.2.1. Day and time of attempt

5.3.2.2. Name of cardholder

5.3.2.3. Card number

5.3.2.4. Door attempted for clearance

5.4. PMO Support saves these reports at the following location:

J: < Function < Facilities < Physical Security

5.5. PMO Support emails the reports to the Facilities Manager.

5.6. The Facilities Manager then reviews the reports within five (5) business days for the following:

5.6.1. Access reports

5.6.1.1. Ensuring each cardholder still requires access to the Raised Floor.

5.6.2. Rejection reports

5.6.2.1. Ensuring cardholders have the correct access.

5.6.2.2. Identifying the reason for rejection, especially for repeated rejections.

6. Roles and Responsibilities

6.1. PMO Support

6.1.1. Runs three reports to monitor access to the Raised Floor and Computer Operations Room.

6.1.2. Runs two reports to monitor access to the Raised Floor at the Stillwater Data Center.

6.1.3. Saves the reports at: **J: < Function < Facilities < Physical Security**

6.1.4. Emails the reports to the Facilities Manager.

6.2. Facilities Manager

6.2.1. Reviews the reports to identify and address any anomalies.

7. References

7.1. **J: < Function < Facilities < Physical Security**