

Data Center Work Rules Test
SV1-GDC-POL-MGT-01430

Contractor Orientation – Non-Technical Test

Name: _____

Company: _____

Date: _____

Score: _____

80% (16 Questions) correct is required to pass

1. Removing a ceiling tile requires which of the following: (13.1 and 18.8)
 - a. Safety cones/barricades.
 - b. HEPA vacuum.
 - c. Approved work order.
 - d. All of the above.
 - e. None of the above.

2. What is the maximum number of floor tiles that can be removed from your work area at one time without a variance from the Project Manager? (18.7)
 - a. Two
 - b. Three
 - c. Four
 - d. None

3. When working above the ceiling or below the floor, Facilities may need to disarm the fire alarm system in the affected zone before you start work. (18.8.2)
 - a. True
 - b. False

4. In the event of a fire alarm you should: (11.3)
 - a. Ignore the alarm as most fire alarms are false alarms.
 - b. Contact Security to assist you in carrying your valuables from the building.
 - c. Stop what you are doing and proceed to the nearest safe exit unless directed otherwise by Security Personnel.
 - d. Locate the fire panel and silence the alarm.

5. If you see someone with a medical emergency, you should: (6.15)
 - a. Notify Security.
 - b. Notify the Project Manager.
 - c. Stay with that person until help arrives if possible.
 - d. All of the above.
 - e. None of the above.

6. The surface of any equipment in the facility makes a great workbench. (3.4)
 - a. True
 - b. False
 - c. OK if only for a short period of time.

7. Upon completion of work, you must: (3.9, 12.6, 21)
 - a. Review work with the Project Manager.
 - b. Clean up the work area.
 - c. Sign out per Security policies.
 - d. All of the above.
 - e. None of the above.
8. If you have tools or material you need to store overnight, you should: (12.5)
 - a. Find an empty cage and store it there.
 - b. Contact the Project Manager for an approved location.
 - c. Store it neatly in an approved location.
 - d. Leave it where it is to save setup time.
 - e. A and D.
 - f. B and C.
9. If you forget to bring a valid picture ID to the facility: (4.2)
 - a. You will not be allowed access to the facility to perform your work, no exceptions.
 - b. Contact your Project Manager to validate that you are who you say you are.
 - c. Leave the facility without notifying the Project Manager and return at a later time with your ID.
 - d. Argue your case with the front desk Security Guard hoping that it will somehow convince them to violate Corporate Policy and let you in.
10. What must you do before breaking for lunch? (3.9 and 6.11)
 - a. Return floor and ceiling tiles to regular location.
 - b. Secure all open doors.
 - c. Ensure work area is clean and safed-off.
 - d. All of the above.
11. What do you do if the lights go out in the data center? (3.10)
 - a. Run for the nearest exit.
 - b. Go find the tripped or open breaker.
 - c. Stop work and contact your project manager.
 - d. Wait for the Generators to start and continue working.
12. While working in a UPS room you hear a breaker trip and an alarm sound. What do you do? (6.13)
 - a. Find the tripped breaker and re-close it.
 - b. Stop work.
 - c. Call the project manager.
 - d. Leave the room before anyone finds you.
 - e. Both B and C.
13. Who has the ability to stop your work? (7.1)
 - a. Facilities Personnel
 - b. Security Personnel
 - c. Other Contractors
 - d. Customers
 - e. Anyone
14. What type of vacuum cleaner is actively used in the data center? (12.3)
 - a. Any vacuum cleaner you can find.
 - b. A HEPA vacuum.
 - c. A wet/dry vacuum.

15. When using power tools always: (3.7.2)
 - a. Plug into the closest receptacle available to avoid tripping hazards.
 - b. Ask your CenturyLink Project Manager where to plug in your tool(s).
 - c. Use UPS power to provide clean power to tool.

16. What is required to access an occupied customer cage area? (17.2)
 - a. An access ticket opened by the Project Manager.
 - b. A master key.
 - c. Any forced entry.

17. What is required for bringing any hazardous materials into the data center? (8.1 and 8.3)
 - a. Facilities Manager approval.
 - b. Material Data Safety Sheet (MSDS).
 - c. An acceptable container well marked with its contents.
 - d. All of the above.

18. Cardboard and combustibles are permitted on the raised floor...” (5.7)
 - a. Never.
 - b. With special exceptions from the DCS or Facilities manager.
 - c. Temporarily when conveying parts.
 - d. As needed.

19. If you are inches away from reaching an area, it is acceptable to briefly stand on or above the labeled safe step of the ladder. (6.8)
 - a. True
 - b. False
 - c. True as long as someone is supporting the ladder

Supporting Documents

<i>Doc. Number</i>	<i>Doc. Title</i>
SV1-GDC-POL-MGT-01427	Data Center Work Rules

Revision History

<i>Num</i>	<i>Changes</i>	<i>Author</i>	<i>Date Changed</i>	<i>Effective Date</i>
5	Updated to align with revised Data Center Work Rules document; added questions for cardboard and ladder safety; changed document number to reflect usage by GDC rather than only FAC; added Acknowledgement Form as appendix	Gina Benson	12 Feb 2016	12 Feb 2016
4	Aligned with revised Data Center Work Rules document	Gina Benson	28 Apr 2015	28 Apr 2015
3	Update branding, replacing "CenturyLink Technology Solutions" with "CenturyLink"	Gina Benson	25 Feb 2015	25 Feb 2015
2	Update branding, replacing "Savvis" with "CenturyLink Technology Solutions"	BJ Fuhrmann	16 Apr 2014	16 Apr 2014
1	Original			1 Jan 2013

Approvals (Please see the Process Development Policy for approval matrix)

Name/Title	Date
FOWG	18 Jan 2016
Frank Gimondo / Director, GDCO Canada Region	20 Jan 2016
Eric Lecorps / Director, GDCO Asia-Pacific	20 Jan 2016
Mike Bennett / Vice-President, Global DC Acquisition & Expansion	21 Jan 2016
Ken Smith / Director, GDCO Central Region	26 Jan 2016
Mike Sims / Director, GDCO East Region	3 Feb 2016
Kelly Sullivan / Vice-President, GDCO	6 Feb 2016

Document Summary

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Doc. Owner / Title:	BJ Fuhrman / Manager
Doc. Owner Department:	GDCO Process Development Office
Standards Addressed:	
Critical Success Factors:	
Key Performance Indicators (KPI):	
Metrics:	

Appendices

Appendix A – Data Center Work Rule Personal Accountability Acknowledgement

Data Center Work Rules

Personal Accountability

Failure to know or comply with the Data Center Work Rules Policy (SV1-FAC-STD-MGT-01427) is grounds for immediate removal from the site, perhaps permanently. All people allowed access to critical areas must review these Work Rules and demonstrate their knowledge of the rules most applicable to their activity on site at least every twelve months.

It is vitally important you understand the severe negative impact your actions can have on this site as a result of working inappropriately. These rules and guidelines have been developed to clarify our quality of expectations and to reduce the chance of mistakes and unintended events. Failure to comply with any procedure will result in your immediate removal from the site, may result in permanent loss of your access to the facility, and possible loss of business for you or your company.

I have been given a copy of the CenturyLink Data Center Work Rules for Construction and Maintenance Contractors and have read them. I have had an opportunity to ask clarifying questions about the rules, their reasons, and their intent. I agree to follow this policy and, to the best of my ability, I will make every effort to avoid accidents and mistakes, which will result in downtime.

Company _____

Name [print] _____

Signature _____ Date _____

Accepted by CenturyLink _____ Date _____