CERN-IT
RESTRICTED AREAS AND ACCESS POLICY

Last update: August 1st, 2017

RECENT UPDATES

Since July 1st 2017
2nd network hub (B773) restricted areas and access policy can be found here:
http://service-cc-hms.web.cern.ch/service-cc-hms/communication/AccessControl-Documentation-B773.pdf

Since March 30th 2015
CERN IT staff members (blue card holders) must request temporary access validation through the ServiceNow portal:
https://cern.service-now.com/service-portal/function.do?name=cc-operators

Any request at the CC Operator's desk for the concerned people will be refused.

COMPUTING FACILITIES RULES

See all details here:
http://service-cc-hms.web.cern.ch/service-cc-hms/communication/ComputingFacilitiesRules.pdf

ACCESS POLICY

ADAMS SIGNATURE
FIRST and to be granted the access to one of the restricted areas a request through ADAMS must be filled in: https://cern.ch/adams
Any unclear or unjustified request access will be rejected:

For security reasons the access to Computing Facilities secured areas will have to be renewed after one year.

COMPUTING FACILITIES
The default access for people authorized in IT rooms will be Temporary access (see below for more details).

Long-term[2] access will **only** be granted to a limited number of people requiring regular access, which must be justified by the Group Leader of the person concerned. Note that the access to the Temporary[1] area can be requested without prior agreement from the GLs. The following explanations should be attached to each access request to CC513L, CC613L and CC513L-R60:

Why is the access required to the computer room?
How frequently is the access required on average per month?

If the access is required to intervene on IT servers:
- *Please explain why this cannot be done remotely.*
- *Please explain why this cannot be done by the SysAdmin Team*

[1]Temporary access

The default access to the IT Computing Facilities restricted areas for authorized people is the so-called "temporary" access. EDH "temporary" access holders will be able to enter the restricted areas only after it is validated by the Computer Centre operator.

IMPORTANT RECENT UPDATE

- CERN IT staff (blue card holders) should use the ServiceNow portal (see *RECENT UPDATES* section above)
- Other people should check-in at the operator's desk (513-R-069). Access until the end of the day will then be granted. The reason for entering the restricted area must be provided to the operator.

[2]Long Term access

A small number of people may be granted this type of access. A strong justification from the person's Group Leader must be given for "Long term" access to be granted and this must be approved by the IT Management. This type of access will not require a validation.

OTHER RESTRICTED AREAS

All other restricted areas in IT buildings will have a normal access policy (no "Long Term" and "Temporary" areas).

LIST OF RESTRICTED AREAS IN I.T. BUILDINGS

Report to the plans further down in this document to visualize the location of the different areas.

- Building 773 (2nd network hub)

See details in the RECENT UPDATES section above

- Building 513 and building 31 main entrance outside of working hours

Building 31/600 outside working hours (B31)
The main sliding door of building 31 is locked outside of working hours which is every day from 7.00 PM to 7.00 AM, but also all the day on weekends, bank holidays and CERN annual closure.
Access to this area should be request if it is required to enter building 31 or 600 outside of working hours. A clear reason is required to be granted the access.

Building 513 outside working hours (B513)
The main sliding door of building 513 is locked outside of working hours which is every day from 7.00 PM to 7.00 AM, but also all the day on weekends, bank holidays and CERN annual closure.
Access to this area should be request if it is required to enter building 513 outside of working hours. A clear reason is required to be granted the access.
Note: CERN guides should request this access for guiding groups outside of working hours to the Computer Centre museum and gallery. Visits to the Computer Centre itself by CERN guides are not permitted anymore. Rules and regulations for the Computer Centre visits can be found here:
http://information-technology.web.cern.ch/about/computer-centre/visits

- IT Computing Facilities rooms

CC 513 - MACHINE ROOMS - TEMPORARY (CC513T)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions in the main room (513-R-050) or to the Tape Vault (513-S-034) of building 513 Computer Centre.
Note that this access does not grant direct access to the machine rooms. Checking in at the Computer Centre Operator's desk (513-R-069) is required to get an access until the end of the current day and the reason for the required access must be given.
The validation of the CERN Safety Introduction course ("COURHSE") is mandatory to be granted this access.

CC 513 - MACHINE ROOMS - LONG TERM (CC513L)
This access is strictly restricted to persons who need frequent access to the main room (513-R-050) or to the Tape Vault (513-S-034) of building 513 Computer Centre.
The validation of the CERN Safety Introduction course ("COURHSE") is mandatory to be granted this access. A strong and clear justification from the person's Group Leader is also required which must be approved by the IT management.

CC 513 - MACHINE ROOM R-060 - TEMPORARY (CC513T-R60)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions in the room (513-R-060) which hosts IT critical services.
Note that this access does not grant direct access to the machine rooms. Checking in at the Computer Centre Operator's desk (513-R-069) is required to get an access until the end of the current day.
The validation of the CERN Safety Introduction course ("COURHSE") is mandatory to be granted this access.

CC 513 - MACHINE ROOM R-060 - LONG TERM (CC513L-R60)
This access is strictly restricted to persons who need frequent access to room (513-R-060) which hosts IT critical services.
The validation of the CERN Safety Introduction course ("COURHSE") is mandatory to be granted this access. A strong and clear justification from the person's Group Leader is also required which must also be approved by the IT management.

CC 613 - MACHINE ROOM - TEMPORARY (CC613T)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions to building 613 machine room.
Note that this access does not grant direct access to the machine rooms. Checking in at the Computer Centre Operator's desk (513-R-069) is required to get an access until the end of the current day.
The validation of the CERN Safety Introduction course ("COURHSE") is mandatory to be granted this access.

CC 613 - MACHINE ROOM - LONG TERM (CC613L)
This access is strictly restricted to persons who need frequent access to building 613 machine room.
The validation of the CERN Safety Introduction course ("COURHSE") is mandatory to be granted this access. A strong and clear justification from the person's Group Leader is also required which must also be approved by the IT management.

- Computer Centre procurement and server repair labs

CC 513 - VENDORS LAB - TEMPORARY (513R20T)
This access should be requested by any person (CERN staff or contractor) who has to punctually intervene in room 513-R-020. This room is reserved for the Computer Centre server repairs.
Note that this access does not grant direct access to room 513-R-020. An additional and temporary authorization from the Computer Centre Operator

CC 513 - VENDORS LAB - LONG TERM (513R20L)
This access is strictly restricted to persons (mainly staff in the IT-CF operations-team or IT-OIS group) who need a access in room 513-R-020. This room is reserved for the Computer Centre server repairs.

CC 513 – PROCUREMENT LAB (513R003)
This access is strictly restricted to persons from IT-CF procurement and operation teams.

- Computer Centre Operator's room

CC 513 - Control Room - R-069 (513R69)
This access to the Computer Centre Operator's room is strictly restricted to the computer centre operator and operations staff from IT-CF-SAO
The validation of the CERN Safety Introduction course ("COURHSE") is mandatory to be granted this access.

- Computer Centre storage room

CC 513 - STORAGE ROOM R-053 - TEMPORARY (0513-R-53T)
This access should be requested by any person (CERN staff or contractor) who has to punctually intervene in the storage room. Note that this access does not grant direct access to the storage room. An additional and temporary authorization from the Computer Centre Operator (513-R-069) is also needed for these punctual interventions.

CC 513 - STORAGE ROOM R-053 - LONG TERM (0513-R-53L)
This access is restricted and limited to Computer Centre operations team

- <u>Telecom rooms</u>

CC513 - TELECOM ROOM - R-006 - TEMPORARY (0513-R-06T)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions in the telecom rooms 513-R-006.
<u>Note</u> that this access does not grant direct access to the room. Checking in at the Computer Centre Operator's desk (513-R-069) is required to get an access until the end of the current day.

CC513 - TELECOM ROOM - R-006 - LONG TERM (0513-R-06L)
This access to the telecom rooms is strictly restricted to persons from IT-CS.

CC513 - TELECOM ROOM - R-012 - TEMPORARY (0513-R-12T)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions in the telecom rooms 513-R-012.
<u>Note</u> that this access does not grant direct access to the room. Checking in at the Computer Centre Operator's desk (513-R-069) is required to get an access until the end of the current day.

CC513 - TELECOM ROOM - R-012 - LONG TERM (0513-R-12L)
This access to the telecom rooms is strictly restricted to persons from IT-CS.

CC513 - FIBRE ROOM - R-014 - TEMPORARY (0513-R-14T)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions in the fibre room 513-R-014.
<u>Note</u> that this access does not grant direct access to the room. Checking in at the Computer Centre Operator's desk (513-R-069) is required to get an access until the end of the current day.

CC513 - FIBRE ROOM - R-014 - LONG TERM (0513-R-14L)
This access to the fibre rooms is strictly restricted to persons from IT-CS.

CC 513-GEANT ROOM-R-015-TEMPORARY (0513-R-15T)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions in the Geant room 513-R-015.
<u>Note</u> that this access does not grant direct access to the room. Checking in at the Computer Centre Operator's desk (513-R-069) is required to get an access until the end of the current day.

CC 513-GEANT ROOM-R-015-LONG TERM (0513-R-15L)
This access to the geant rooms is strictly restricted to persons from IT-CS.

CC513 - TELECOM ROOM - R-018 TEMPORARY (0513-R-18T)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions only in the telecom room of 513-R-018.
<u>Note</u> that this access does not grant direct access to the room. Checking in at the Computer Centre Operator's desk (513-R-069) is required to get an access until the end of the current day.

CC513 - TELECOM ROOM - R-018 - LONG TERM (0513-R-18L)
This access to the telecom rooms is strictly restricted to persons from IT-CS.

- <u>Visit point</u>

IT Data Centre Visit Point - TEMPORARY (0513-1-21T)
This access should be requested by any person (CERN staff or contractor) who needs access for occasional interventions or visit in the IT Data Centre visit point in room 513-1-021.
<u>Note:</u> the access will only be fully granted for visits after prior validation from datacentre-visitpoint@cern.ch

IT Data Centre Visit Point - LONG TERM (0513-1-21L)
This access to the IT Data Centre visit point is strictly restricted to persons from IT-CF.

- <u>Laptop, desktop, screens repair room</u>

I.T. ON-SITE REPAIR ROOM – TEMPORARY (0513-R-24T)
This access should be requested by any person (CERN staff or contractor) who has to punctually intervene to the on-site repair lab in building 513 for CERN desktop, laptop or screens. Note that this access does not grant direct access to the machine rooms. An additional and temporary authorization from the Computer Centre Operator (513-R-069) is also needed for these punctual interventions.
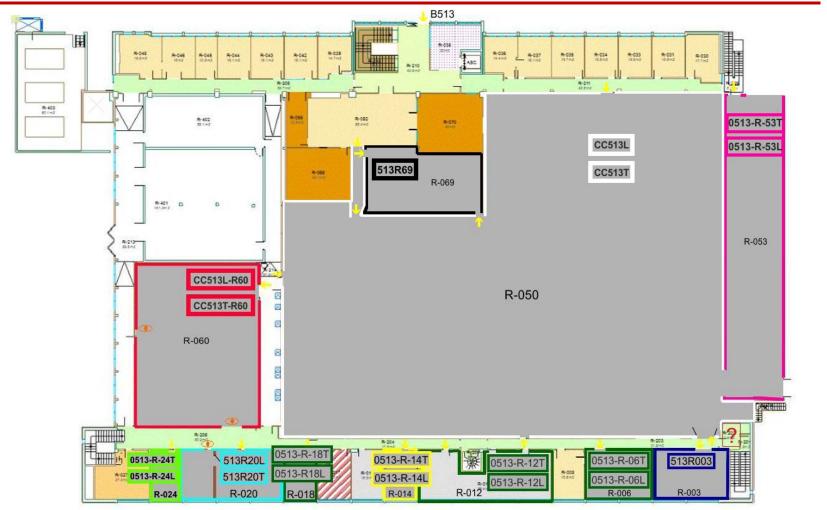
I.T. ON-SITE REPAIR ROOM - LONG TERM (0513-R-24L)
This access is strictly restricted to persons (mainly staff in IT department) who need a daily access to the on-site repair lab in building 513 for CERN desktop, laptop or screens.

B513 RESTICTED AREAS – BASEMENT

Floor plan labels: S-404, S-402, S-403, S-400, S-429, S-305, S-209, S-302, CC513L, CC513T, S-049, S-041, S-208, S-034, S-032, S-210, S-405, S-406, S-407, S-422, S-421, S-214, S-427, S-212, S-425, 0513-S-10T, 0513-S-10L, S-016, S-018, S-015, S-014, S-013, S-028, S-011, S-010, S-007, S-005, S-004, S-003, S-002, S-001, S-010

B513 RESTICTED AREAS – GROUND FLOOR

B513 RESTICTED AREAS – 1st FLOOR

0513-1-21T