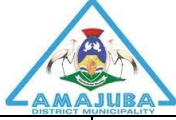


<b>Document Identification : IT Governance Policies</b>		
<b>Section It Facilities Management Control Policy</b>	<b>Applicable to the following sections:</b> →	<b>All</b>
<b>Custodian: DEPUTY DIRECTOR PLANNING AND DEVELOPMENT SERVICES</b>	<b>Date:</b> →	<b>01 August 2018</b>

**Effective date:** 08/2018

**Revised Date:** 08/2018

**Location:** [IT Policies, Forms and Information](#)

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**Owner:** Chief Technology Officer


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## 1 Purpose

The purpose of this policy is to ensure that all controlled and identified materials used in operations are properly managed and secured to comply with laws and regulations and to minimize harmful effects on the environment.

Electronic information will be retained for a minimum period of five years as per the South Africa Access to Information Act 2009.

All electronic information created, sent, stored, forwarded, or printed using ADM provided electronic resources are the property of ADM. Through using ADM electronic resources Users will have been deemed to have read, understood and agreed to the ADM Policies, Procedures, Standards and Definitions.

In the absence of policies, Users should be guided by business policies on personal use, and if there is any uncertainty, Users should consult their supervisor or manager.

## 2 Scope

This policy applies to the management of all IT facilities in use by the Amajuba District Municipality, including server rooms and network equipment housing.

## 3 Responsibility

All employees are responsible for implementing policies and regulations for the management of IT facilities.

The IT Manager is responsible for enforcing and monitoring adherence to the policy

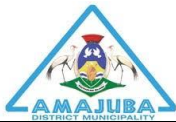
## 4 IT Facilities Management Control Policy Statements

### 4.1 Access Control

- The IT Manager will facilitate the registration of employees on the relevant access control system e.g. key register.
- Every quarter the IT Manager will draw a report indicating all employees registered within the access control system per access area, as well as a report of all de-activated access.

### 4.2 Physical Security

- Physical access to secure areas must be suitably controlled via controlled access.
- All server rooms must be locked at all times.
- Access to the server room will be restricted to selected staff within ICT only. Other staff and contractors requiring access to the server room will notify the IT Manager in advance so that the supervision can be arranged.
- All server rooms must contain adequate air conditioning systems to provide a stable operating environment to reduce the risk of system crashes due to component failure.
- No water, rain water or drainage pipes must run above the server rooms to reduce the risk of flooding.

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- The floor within the server room may be a raised false floor. Alternatively, installing servers in a rack will be deemed a sufficient control to reduce the risk of damage to computer equipment in the case of flooding.
- UPS power must be provided to the server room to help protect the computer systems in the case of a mains power failure. Where possible, generator power should feed the UPS power.
- All UPS's, air conditioner and other facilities control equipment will be tested / checked periodically to as a minimum comply with manufacturer's specifications.
- The data centre should be housed in a room with appropriate controls.
- No eating, drinking and smoking in sensitive area.
- The server room should not be used for storage of supplies that pose a fire hazard.
- All contractors working within the data centre are to be supervised at all times and the IT Department is to be notified of their presence and provided with details of all work to be carried out, at least 8 hours in advance of its commencement.

#### 4.3 Electrical Security

- All servers will be running off UPS power, this also conditions the power supply.
- All hubs, bridges, repeaters, routers, switches and other critical network equipment will also be run off clean UPS power.
- In the event of a mains power failure, the UPS's will have sufficient power to keep the network and servers running for 2 hours.

### 5 Policy Compliance

All ADM Users that do not adhere to this policy shall be subject to disciplinary action.

Any Users aware of any violation of this policy is required to report it to their supervisor or other authorized representative. Failure to report any violation is misconduct in terms of the company's disciplinary code and may therefore lead to disciplinary action and possibly dismissal.

This policy is effective from date of employment to date of termination of employment, whether contract or otherwise.

### 6 Reference Documentation

Refer to ADM IT Policies, Forms and Information stored on ADM report repository

SOURCE.....	Mitton Pienaar
REPLACING.....	New
REVISION No. ....	Version 1.0
Signature of Head of Department.....	