SOP Reference #:   MAIN003

Operation/Task:	**Server Room Maintenance**			Equipment:	**N/A**	
Owner:	Manufacturing Manager	**Date Created:**	5/28/14	**Department:**	Manufacturing Support	
		Revision History:	See last page			

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction describes the process of managing ENPOINTE server room access while maintenance is being performed.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	☑	Protect the security of the server room	If for any reason when performing the task at hand that maintenance staff need to leave the immediate proximity of the server room, the door should be closed and checked to make sure the door is secure by push/pull on the door to check to make sure the door cannot be opened without a key. ◆ If the door cannot be secured for any reason, maintenance staff will need to remain at the door or plan for a ENPOINTE Network Service Person to be present during any absences.	To guarantee that entrance to server room is done so in a secured, controlled manner.
2	☑	Ensure room alarm is armed	After closing the door, put in your four-digit number and the "ARMED" sign above the key pad will light up.	To ensure the entrance is properly monitored for people entering and exiting the server room.

Notes:

Anytime work can be scheduled in advance would be helpful.

Definitions:

Track-IT – Electronic work order logging system

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rick Hamann	5/28/14
Rev 2	Added Revision History table	Rick Hamann	8/1/16
Rev 3	Updated to current SOP format; branding updates: font, company name; Manager review – no changes	Rick Hamann	4/21

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Rev. Date 4/20