

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



REVIEWED SERVER ROOM PHYSICAL AND ENVIRONMENTAL
CONTROLS POLICY

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MR M.D

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1. Purpose

The purpose of this policy is to ensure that a level of security is maintained by all ICT Officials who have access to the Elias Motsoaledi Local Municipality ICT Server Rooms and to define the procedures relating to access control, environmental control, and the operation of Elias Motsoaledi Local Municipality ICT Server Rooms.

2. Definitions

Word	Meaning
Access Control	A security measure that restricts who or what can access resources within a computing environment or physical space.
Server Room	A facility used to house computer systems and associated components, such as telecommunications and storage systems. It generally includes redundant or backup power supplies, redundant data communications connections, environmental controls (e.g. air conditioning, fire suppression) and security devices.
Fire Extinguishers	An active fire protection device used to extinguish or control small fires, often in emergencies.
UPS	An uninterruptible power supply (UPS) is a rechargeable battery used to backup main power feeds for a short period and provide seamless power when there is a main line utility outage.

3. Scope

This policy applies to all employees, contractors, and service providers who have access to or are granted access to the server room or are responsible for its maintenance and security within Elias Motsoaledi Local Municipality.

4. Physical Security Controls

4.1 Access Control

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- Access to the server room must be restricted to authorised personnel only.
- Entry must be controlled using access cards, biometric scanners, or key codes.
- A log of all entries and exits must be maintained automatically or manually.

4.2 Surveillance

- CCTV monitoring must be installed and actively monitored.
- Surveillance footage must be retained for a minimum of 60 days.

4.3 Visitor Access

- All visitors must be accompanied by authorised personnel.
- Visitor access must be recorded, including purpose and time of visit.

4.4 Locking Mechanisms

- Server room doors must always be locked.
- Backup mechanical keys must be stored securely and accessible only by authorised management personnel.

5. Roles and Responsibilities

5.1 ICT Manager

Overall responsibility for enforcing this policy.

5.2 ICT Officials with rights to access the Server Rooms

ICT officials must be aware of this policy and their obligations within it. They are responsible for ensuring that they professionally perform their duties while working in the EMLM ICT Server Rooms. The Information Security Officer will review access logs on a biometric system monthly.

5.3 Visitors

All visitors must be informed of this policy and their obligations within it. It is the responsibility of the ICT Unit officials to accompany the visitors to ensure they professionally perform their duties while working in the EMLM ICT Server Rooms. All visitors shall sign the Server Room access register, along with the ICT official accompanying the visitors, and specify their reasons for visiting the server rooms.

6. Safety and Security Guidelines While Inside

6.1 Environmental Awareness

- Monitor for unusual sounds, smells, temperature changes, or alarms.
Do not attempt to repair any infrastructure unless authorised and trained to do so.
- Air conditioning shall be provided in the server room and set to 16 degrees. It shall deliver enough cooling per rack.
- A CO2 Fire extinguisher, 5 kg, shall be implemented to prevent damage to the server room's electrical facilities. Service shall be done at least annually by a reputable maintenance service provider for CO2 gas. A certificate for maintenance performed shall be submitted to the ICT Manager.
- UPS Provisioning In the event that the power goes out, a UPS system will be used to power on the server room's major equipment. To enable a smooth shutdown, the UPS system should keep such gadgets powered for at least five minutes.

6.2 Equipment Handling

- Use anti-static wristbands when handling any server hardware.
- Avoid physical contact with live electrical components.
- Do not unplug or power off equipment without prior IT Manager approval.

6.3 Cleanliness and Order

- Maintain a clean and organised workspace.
- Return any removed panels, tools, or cables to their original place.
- Dispose of waste in designated bins outside the server room.
- No cutting, grinding, or whittling of any material (pipes, floor tiles, etc) can be performed inside the server room unless special arrangements have been made.

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- All packing material (cardboard, paper, plastic, wood, styrene, etc) must be removed from equipment in the staging area before being moved into the server room.

6.4 Personal Conduct

- No food, drinks, or flammable materials are allowed inside the server room.
- Only necessary tools and equipment should be brought into the room.
- ICT Officials must always wear their identification badge (if they have any), and visitors must have visitors' passes (available from Security & Risk).
- The use of mobile phones, pagers or other equipment that emits radio waves within the EMLM ICT Server Rooms is forbidden unless a specific exemption is obtained from the ICT Manager.

7. Training and Awareness

All relevant staff will have this policy brought to their attention by the ICT Manager. The policy will also be available on the Elias Motsoaledi Local Municipality Intranet. Any queries regarding this document will be dealt with by the ICT Manager.

8. Compliance and Disciplinary Action

Non-compliance with this procedure may lead to disciplinary action, including loss of access privileges or further administrative consequences.

9. Policy Review

This policy will be reviewed or amended as in when is required.

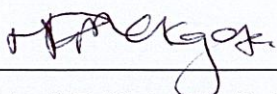
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Appendix A

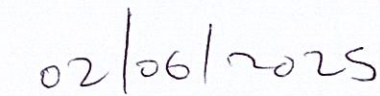
Authorised Access List to the ICT Server Rooms

DESIGNATION
System Administrator
Information security officer
Network Controller
ICT Manager

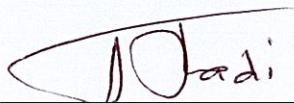
SIGNATORIES



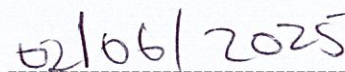
Ms. NR Makgata Pr Tech Eng
Municipal Manager



Date



The Mayor
Cllr. Tladi MD



Date