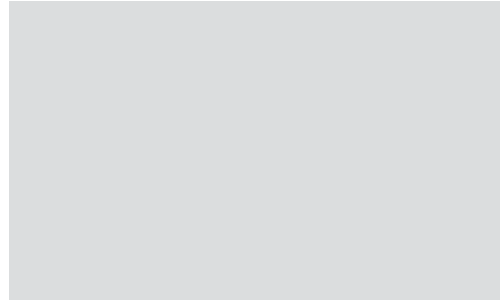


Entering Sprint Network Premises



One Sprint. Many Solutions.™

Voice/Data PCS Wireless Internet Services E-Business Solutions Managed Services

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About This Guide

The purpose of this Sprint **Guide for Entering a Sprint Network Premises** is to provide information about gaining access to your equipment placed in a physical collocation arrangement on Sprint premises. It is intended to provide you with a reference document that clearly outlines the procedures and processes that you need to follow.

Questions about this document, or any procedure referenced herein, may be directed to your respective account manager.

Access Photo Identification

Security Requirements	Sprint requires that Sprint approved Photo ID Badges be worn and prominently displayed by ALL individuals while on Sprint property. Failure to wear proper ID may be considered cause for denial of access, or removal from a premises.
Obtaining Security Access & Photo ID's	Your Sprint account manager will provide you with a copy of the Security Access and Photo ID form, (example provided on page 12 of this guide), upon receipt of a Bona Fide Firm Order for collocation. Premises access will be granted to the customer's authorized employees or the approved authorized vendor(s) representing the customer for all physical collocation arrangements requested via the Security Access and Photo ID form.
Information required with Security Access & Photo ID Form	<p>The following information must be included or attached to the form. A form is required for each Sprint region. See pages 11 and 12 of this guide for an example of the form and a list of the regions.</p> <ul style="list-style-type: none">• Customer name (licensee company) or Customer guest name (the customer's vendor or subleasing company)• Name of requestor desiring access (attach a form for each requestor)• Requestor's social security number• Requestor's emergency contact information• Either a passport sized photo, a digital photo, or Sprint will take the requestor's photo at a specified location• Sprint location street address and Common Language• Location Identifier (CLLI) code to add or drop premises access• Requestor's vehicle information and whether they prefer a parking sticker or a hang tag for their vehicle• Requestor's or customer representative's signature <p>• Note: A form is required for each individual, per region. (For example: If the same individual needs to access premises in both the Southern & Mid-Atlantic regions, then two forms are required for that one individual.)</p>

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Access Photo Identification

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Form Handling Instructions

The following guidelines help to streamline the processing of your requests:

- Please send your electronic photograph and form files in the same email with the following file naming conventions:

File Name Examples: gwashington-SSO.doc & gwashington-SMAT.doc
(first initial, last name-region.doc). (See page 11 of this guide for a list of Sprint regions.)

- Your e-mail note should include a list of all attached file names to ensure we receive all of the attachments.
- Note: A form is required for each individual, per region. (*For Example:* if the same individual needs to access two both Southern & Mid-Atlantic regions, then two forms are required for that one individual. See Page 11 for a list of the regions.)
- Use "check fields" as required on the form ~ double click on the 'grayed' box to choose the check box option.
- Return your completed form with the above information to your account manager.

Lost or Stolen Photo Identification Badges

If a requestor's badge is lost or stolen, that person must immediately notify their Sprint account manager. Your account manager will instruct you to resubmit the Security Access and Photo ID form to acquire replacement badges. (See an example of the form on page 12 of this guide).

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Methods of Access - Premises

24 x 7 Premises Access Sprint will provide access to physical collocation space within Sprint premises 24 hours a day, 7 days a week. Authorized customer personnel or authorized vendors are permitted access to physical collocation space within Sprint premises only where their equipment exists. Any violation of these access guidelines may result in denial of premises access and removal of customer personnel or their authorized vendors from the facility. Access to Sprint premises is by one of the following methods: card reader access, keypad access or key issuance.

Card Reader Access Method When your form processing is complete, your account manager will return to you either a combined photo ID and access reader card, or depending on the premises, a separate Photo ID Card and Access Reader Card. Sprint Access Control Cards will be issued to authorized customer personnel or their authorized vendors for Sprint facilities that are so equipped. The card should not be used to access or attempt to access any part of the facility that is not usually opened to authorized customer personnel or their authorized vendors. Any attempts to access unauthorized areas of the facility may result in the termination of the customer's, or their vendor's card access rights, to the building.

Sprint may designate a specific door to enter or exit the premises. No entry or exit through any other doors is permitted, including alarmed or emergency exits, except in the case of a building emergency in progress. All customer personnel or their authorized vendors shall sign in and out at all times on a designated building log when entering or leaving a premises which has card reader access.

When authorized customer personnel or their authorized vendors have a need to enter the premises after hours, they are required to contact the Network Operation Center (NOC) to advise them of their arrival and departure from the premises. (See page 11 of this guide for NOC contact numbers.)

In some locations, it may be necessary to notify the NOC at all times when entering or leaving a premises. The authorized customer personnel or their authorized vendor will be notified if this requirement is necessary.

Methods of Access - Premises

Continued

Keypad Access Many Sprint premises may use a keypad device to provide access into facilities.
Device Method This locking device will operate and store several random digits that are assigned to authorized customer personnel or their authorized vendors. Periodically, it becomes necessary to change access codes for individuals. The local central office supervisor will notify you of the new access code if a change should be necessary.

When authorized customer personnel or their authorized vendors have a need to enter the premises after hours, they are required to contact the NOC (National Operation Center) to advise them of their arrival and departure from the premises. (See page 11 of this guide for NOC contact numbers.)

In some locations, it may be necessary to notify the NOC at all times when entering or leaving a premises. The authorized customer personnel or their authorized vendor will be notified if this requirement is necessary.

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Methods of Access - Premises

Continued

**Key Issuance
Method**

Sprint premises that are not equipped with Card Reader Access or Keypad Access are equipped with key entries. When your form processing is complete, your account manager will return to you a photo ID and the key(s) for entry into the premises. Sprint will issue a maximum of five (5) keys to the customer's management personnel. The customer's management personnel are responsible for the collection or reassignment of the key(s) from their employees and authorized vendors upon termination. Duplication of key(s) is prohibited. All keys provided by Sprint remain the property of Sprint and shall be returned to Sprint when no longer required.

All authorized customer personnel and their authorized vendors with key access shall sign in and out at all times on a designated building log when entering or leaving a Sprint premises.

When the authorized customer personnel or their authorized vendors have a need to enter the premises after hours, they are required to contact the NOC to advise them of their arrival and departure from the premises. (See page 11 of this guide for NOC contact numbers.)

In some locations, it may be necessary to notify the NOC at all times when entering or leaving a premises. The authorized customer personnel or their authorized vendor will be notified if this requirement is necessary.

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Methods of Access - Caged & Cageless

Caged Enclosures

In the case where Sprint provides a caged enclosure, Sprint will provide two (2) cage enclosure keys to the customer upon the completion of the installation of the caged enclosure. The customer may place a lock box on the caged enclosure to house the key(s) if they so desire.

Sprint Network Operations will maintain a third (3rd) key for emergency access to the customer's cage. Sprint will not furnish this key to any customer personnel or their authorized vendor for access to their cage. The customer may not alter or change the cage enclosure without expressed written permission from Sprint. Any alterations that may warrant a new or additional key will require the customer to provide the Sprint central office supervisor with a copy of the new or replacement key for emergency purposes prior to changing the secure enclosure.

All keys provided by Sprint remain the property of Sprint and shall be returned to Sprint when no longer required.

If a customer chooses to have a vendor build their caged enclosure, they will be required to provide a key to the enclosure and any locking cabinets to the Sprint central office supervisor for emergency purposes. Sprint will not provide the emergency key to the cage to either the customer's personnel or their authorized vendor.

Cageless Environments

In a cageless environment the customer may elect to install a locking cabinet around their equipment. In this case, a spare key for emergency access must be provided to Sprint.

Termination of Personnel

**Termination
Process**

The customer is responsible for promptly notifying their respective account manager if an individual is no longer authorized to access the physical collocation space and the Sprint premises. This includes the employees of the customer, as well as any authorized vendor personnel working on behalf of the customer.

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Sprint Contacts & Region Information

Network Operations Centers (NOC)

Region	States	Contact Number
All	FL, IN, KS, MN, MO, NC, NE, NJ, NV, OH, OR, PA, SC, TN, TX, VA, WA, WY	1-888-230-4404, Option #2

List of Sprint Regions

Region	Region Code	States Included
Northern	SUNC	IN, NJ, OH, PA
Mid-Atlantic	SMAT	NC, SC, TN, VA
Southern	SSO	FL
Mid-West	SMWG	KS, MN, MO, NE, NV, TX, WY
Northwest	SUNW	OR, WA

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Guide for Entering a Sprint Network Premises



Security Access and Photo ID (Form Example)

	CHECK SERVICE(S)REQUIRED:	
	New	<input type="checkbox"/>
	Access Card (or Key) / Photo ID	
	Replacement of Lost/Damaged	<input type="checkbox"/>
	Access Card (or Key) / Photo ID	
	Modify Access	<input type="checkbox"/>
Add or delete access to specific Locations noted below		

Requester Information:

Customer name: _____	Phone: _____ / _____ - _____
Requester's name: _____ (Employee/Contractor) <i>Please print clearly or type</i>	SS#: _____ - _____ - _____
Emergency Contact: _____	Phone: _____ / _____ - _____

Please print clearly or type

Requester photo options (check one):

- Paper photo attached (e.g., Passport photo)
- Digital photo attached (must identify requester)
- Will have photo taken at specified Sprint location (see your account manager for locations)

Have you ever been an employee of Sprint or a Sprint Affiliate? Yes No If yes, when? MM/DD/YY

Access requested at the following locations:

Add <input type="checkbox"/> Drop <input type="checkbox"/>	Location Address: _____	CLLI code: _____
Add <input type="checkbox"/> Drop <input type="checkbox"/>	Location Address: _____	CLLI code: _____
Add <input type="checkbox"/> Drop <input type="checkbox"/>	Location Address: _____	CLLI code: _____
Add <input type="checkbox"/> Drop <input type="checkbox"/>	Location Address: _____	CLLI code: _____

Vehicle Information

	Year	Make	Model	Color	License Plate #	Parking Sticker / Hang Tag #
#1	_____	_____	_____	_____	_____	_____ <input type="checkbox"/> _____ <input type="checkbox"/>
#2	_____	_____	_____	_____	_____	_____ <input type="checkbox"/> _____ <input type="checkbox"/>

CHECK PREFERENCE

_____ Requester or Customer Representative Signature	_____ Sprint Account Manager Name
_____ Requester or Customer Representative Signature	_____ Sprint Director Approval Required

How to Process:

Forward completed form to your Sprint account manager.

PLACE ACCESS CARD # HERE

Why Sprint?

With a rich heritage more than a century strong, Sprint remains one of the most financially stable companies in the telecom industry. When you choose Sprint, you're choosing a global company that wins industry and customer accolades for service reliability and customer satisfaction and one that is committed to developing solutions that can transform the way you get business done.

Please contact your Sprint
Account Manager.

www.sprint.com/localwholesale



One Sprint. Many Solutions.™

Voice/Data

PCS Wireless

Internet Services

E-Business Solutions

Managed Services