



## PROPERTY REMOVAL POLICY

For security reasons, Globix must approve all requests to remove equipment from Globix facilities. Please contact the Customer Care department with the following:

1. A list of what equipment you would like to remove
2. The date and time you would like to remove the equipment
3. The name of the person(s) who will be removing the equipment.

You must notify Globix at least **48 hours in advance** of any request to remove equipment from Globix facilities. Your request will be processed during normal business hours, Monday through Friday.

All equipment must be removed between **9:00 a.m. and 6:00 p.m., Monday through Friday**. Equipment removal is **NEVER** permitted on weekends or holidays.

Client's accounts must be in good standing before any equipment may be removed.

Fill out a Property Removal form, which will include the following information:

- Company Name
- Date
- Permanent or Temporary Removal (if temporary, please include return date)
- Reason for Removal
- Item Description, Serial Number, Globix Identification Number

**The Internet Data Center manager, Globix Security and the client removing the property must sign the Property Removal form before the equipment may be removed.** Data center staff will assist you in loading your equipment onto a hand truck and will escort you to the loading dock or front door.

Security will verify that the contents of any packages leaving Globix facilities match the information on the removal form. That may involve opening packages to confirm the contents.

Clients are responsible for making pickup arrangements from the loading dock area or the front door.