

## JL Network and Security Rules

The IT network and security system (Intercom/CCTV/Access) at Jacksons Landing is a complex and important setup. The systems require careful repair and updating.

To ensure rules compliance and liability for any issues, these important rules are laid out, and keys for network/security cabinets requested by any contractors to be released only after signing off on these rules.

1. When planning to touch in any way the network for whatever reason, contact Katana IT
2. When planning to touch in any way the security controllers/system, contact Bells Access
3. Any addition or removal of network equipment must be logged with Katana IT in advance to any work being carried out via an RFC (Request for Change). Allow min 2 days notice.
4. Any network equipment must be of commercial grade and approved by Katana. MAC addresses to be logged i.e. managed switches
5. The main Common Area (CA) switches are not to be touched or ANY cables plugged into or removed at all
6. Observe all notices on equipment
7. Any person/company breaking these rules will be invoiced for attendance, repair or reprogramming

### **Katana IT**

**Ph: 02 4647 1855**

**Email: [sales@katanait.com.au](mailto:sales@katanait.com.au)**

### **Bells Access**

**Ph: 02 8394 9290**

**Email: [help@bellsaccess.com.au](mailto:help@bellsaccess.com.au)**