



Schedule document

Colocation

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Node4 Limited
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This schedule contains additional terms and conditions, service description and service levels applicable to the Colocation element of the Services and should be viewed with associated Order Form, Node4's General Terms and Conditions and the Acceptable Use Policy.

1. Overview

The Node4 Colocation Services provide the Client with the ability to locate equipment within the Node4 data centre.

2. Definitions

In addition to the definitions set out in the General Terms and Conditions, the following definitions shall apply to this Service Schedule:

“Bandwidth Fees” means charges payable by the Client to Node4 as defined in the Order Form.

“Client Responsible Incidents” means an Incident which is attributable to Client equipment, premises or power supplies, or the action of the Client Personnel. Such Incidents shall be deemed the responsibility of the Customer. Any downtime caused by such Incidents do not qualify for service credits or compensation.

“Data Centre Delivery / Removal Ticket” means a ticket raised by the Client to inform the Node4 data centre of a delivery that needs to be accepted and stored. Or a ticket raised with details on equipment being removed from a rack that needs to be stored outside of the data hall temporarily.

“Incident” means an unplanned interruption to a service or a reduction in service quality.

“Infrastructure” means any Node4 Equipment and other facilities used by Node4 to provide the Services, including mains power, UPS, generator and air conditioning systems but excludes switching equipment in relation to Node4 provided internet connectivity.

“Installation Fees” means charges payable by the Client for the installation of Colocation element of the Services as provided in the Order Form.

“Monthly Review Period” means the calendar monthly periods commencing on the 1st of each month during the Term, over which Service performance measurements are calculated, provided that the first Monthly Review Period will commence when the implementation of such Product or Service is completed by Node4 and such Product or Service is available for use by the Client.

“Node4 Network” means the network that provides internet connectivity provided by Node4.

“Planned Outage” means proactive work required to maintain the service provided, Node4 may with reasonable notice require a temporary outage in service. Wherever possible Node4 will agree the outage with the Client in advance of the required work. Any planned downtime shall not be included in fault or Service Availability measurements.

“Professional Service Fees” means the professional service charges detailed on the Order Form or otherwise agreed in writing between the parties.

“Rental Fees” means charges payable by the Client for rack space and other services related to the Colocation Services as provided in the Order Form.

“Service Availability” means the time for which a Node4 Service is usable, expressed as a percentage of the total time in a given Service Measurement Period. The Node4 Service shall be deemed available for the purposes of calculating Service Availability if it is not usable due to an event outside Node4's reasonable control, a Client Responsible Incident, a Third Party Attributable Incidents or is due to a Planned Outage.

“Service Desk” means the single point of entry for all Service Tickets and Service Requests which can be accessed over the phone, by email or via our portal.

“Service Measurement Period” means a calendar month for which the Service is provided.

“Service Request” means a request for a change for information.

“**Service Ticket**” means the tickets which are raised in relation to Incident or Service Request.

“**Third Party Attributable Incident**” means an Incident which is attributable to a third party. Such Incidents do not qualify for service credits or compensation. Node4 will use its reasonable endeavours to resolve and rectify such Third Party Attributable Incidents as soon as reasonably practicable.

“**Time To Resolve Incident**” means the length of time from the issue of the Service Ticket to repair and resolution of the Incident.

All references in this Service Schedule to Service or Services shall be construed as references to the Colocation element of any Services provided by Node4 to the Customer.

3. Specific terms

The following terms and conditions shall apply when Node4 provides Colocation services to the Customer.

3.1 Insurance

It is the Customer’s responsibility to ensure that any Client equipment and materials located in the data centre is adequately insured against all risks (including without limitation; fire, theft and flood).

3.2 Client support

Node4 provides the Colocation service direct to the Customer. The Client commits to fully manage all their customers and suppliers directly. Node4 will not interface directly with any third parties working with the Customer. If the Client requires Node4 to provide their customer with a customer care or NOC service this is available on request and subject to Professional Service Fees.

4. Fees

Fees will commence when the implementation of such Product or Service is completed by Node4 and such Product or Service is available for use by the Client, this will follow the earlier of either the installation of equipment by Client, handover of a Service hosted in the rack or notification from Node4 that the Service is available.

Fees may comprise of any or all of the following:

4.1 Installation fees

Any applicable Installation Fees for the implementation of the Colocation service shall be detailed on the Order Form.

4.2 Rental fees

Rental Fees are paid either monthly or annually in advance based on the rack space provided and any other related service and are identified on the Order Form.

4.3 Bandwidth fees

Bandwidth is charged based on either guaranteed bandwidth (per Mb), or data transferred (per Gb). Some Services have optional burst capacity and Services with this capability are charged using the 95th percentile method, as described in paragraph 6.11 below. Some Services may include a bandwidth allowance, in which case this will be indicated on the Order Form. Bandwidth Fees are identified on the Order Form.

4.4 Additional Power Fees

Additional power fees will be applied if the Client exceeds the power capacity defined on the Order Form.

Node4 will notify the Client of the excess via a Service Ticket of excess power being consumed, a rate of 125% of the Rack Power Amps Fee included on the Order Form will be applied for the excess consumption for the initial month and the committed level increased.

It is the responsibility of the Client to reduce their usage and notify Node4 via their account manager if additional power is no longer required.

4.5 Professional service fees

Additional tasks undertaken at the request of the Client by Node4 personnel, will be charged at rates agreed between the parties in advance.

4.6 Storage Fee

The following Fees for storage will be applied for each part of a month over 21 days.

Temporary Storage	Monthly Charge
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Small – Medium Parcel	£100 Per Parcel
Large Parcel (Server)	£120 Per Parcel
Pallet	£200 Per Pallet

4.7 Additional fees

Additional Fees for cables, cages and other items will be identified on the Order Form if requested.

5. Client responsibilities

5.1 Equipment Installation

Client is responsible for ensuring all equipment and cabling installations remain within the Client enclosed rack space.

Client is responsible to ensure equipment is installed in the rack in line with the required airflow, the equipment must intake cold air from the front of the rack, and exhaust warm air from the equipment to the rear of the rack.

If Client does not install equipment correctly and airflow is incorrect, service levels will not be applicable until corrective action has been completed by the Customer.

Client must use blanking panels to ensure there is no air-leakages between the front and rear of the rack and to ensure correct flow of cool air towards the equipment, all empty rack space must be blanked to ensure correct airflow.

If Client fails to install blanking panels Node4 will notify via a Service Ticket and if action is not taken within 2 weeks, Node4 will install required blanking panels within the Client rack and Client will be charge 1 hour of professional services.

5.2 Deliveries / Storage

Client is responsible to ensure all deliveries or equipment to be stored have a Data Centre Delivery / Storage Ticket raised and the ticket reference is attached to the delivery or equipment being stored.

Node4 can hold equipment for up to 21 days in the Node4 goods in area, this is done completely at the Customers risk. After 21 days charges will commence for storage as per section 4.6.

5.3 Packaging and Rubbish

Client is responsible to ensure no cardboard or other combustible materials are taken into a data hall or left in racks at any time (If combustibles are present in racks Node4 will remove and Professional Service Fees will be applicable).

Client is responsible for the disposal of all packaging and rubbish. Packaging left for Node4 to dispose of will be charged unless agreed by prior arrangement.

5.4 Third parties

Node4 shall not be liable in respect of any contract, agreement or relationship that Client may have with any third party. If a dispute arises between Client and a third party involving Node4's Colocation service, Node4 shall provide the Client with reasonable information and assistance (to the extent that such is not adverse to Node4's interests (at Customer's expense)) in the resolution of such dispute.

6. Provision of services

The Node4 Colocation services provide the Client with space, bandwidth, and other services within the Node4 data centres. This includes:

- Network Resiliency provided by fibre links (when using Node4's network).
- 24/7 monitoring facilities of Node4 Network & Infrastructure.
- UPS and Power Generators.
- Fire Detection System with gas suppression.
- Site Security.

Details of rack sizes, power sockets and power requirements will be provided on request.

6.1 Service installation and provisioning

It is the Customer's responsibility to install all equipment in the rack.

All equipment should be rack-mountable with power and data cables to be provided by the Customer, unless identified on the Order Form. Installation of Client equipment is to take place during Business Hours, unless by prior arrangement and maybe subject to Professional Service Fees and identified on the Order Form. Where installation or maintenance is being carried out by a 3rd party supplier nominated by the Customer, work remains the responsibility of the Customer.

No changes to the fabric of the room are allowed, including drilling and external connectivity without the prior consent of Node4 as such work may affect the cooling and fire systems.

6.2 Power

Node4 will provide Power and Power sockets are as defined on the Order Form. Additional Power (up to a maximum current draw of 32A per single phase supply), A+B feeds, power sockets, remote power strips (enables remote reboots) can be provided at an additional Fee.

6.3 Airconditioning

Node4 will provide air conditioning to the data halls, cold air is provided to the front of rack, and warm air exhausted from the rear or the rack.

The data hall will be maintained within the following parameters:

- Data centre Cold Aisle Temperature is 18°C to 27°C.
- Data centre room humidity of 5.5°C Dew Point to 60% RH and 15°C Dew Point.

6.4 Site security

Node4 will ensure the following security measures are in place:

- Perimeter fencing with electric gates.
- Access via photo proximity card system.
- CCTV with 24 hour recording both external and internal to the data centre.
- Security controlled access system.

6.5 Access Control

Node4 will ensure secure controlled access to data centres by appointment only and by adhering to the procedure outlined in the Data Centre Access Process document which is available on request or can be found at www.node4.co.uk. Access to the data centre is 24 hours a day, 7 days a week.

6.6 Core Monitoring

Node4 will monitor its core infrastructure on a 24/7 basis. This excludes Client equipment. Node4's Advanced Monitoring Services are available for customers requiring additional monitoring at additional Fees.

6.7 Maintenance window

Node4 plans to perform essential works Node4 will use reasonable endeavours to perform such works between the hours of 00:00 and 04:00 and will use reasonable endeavours to give the Client at least five (5) days prior notice for network related work and at least ten (10) days prior notice for Infrastructure related work. In the event of an emergency or Incident such notice may be less than 24 hours. This is without prejudice to or limitation of the definition of Planned Outage.

6.8 Storage

Node4 recommend that equipment being installed or removed from racks is bought to or removed from site the same day.

By prior agreement with Node4 (Via a Service Ticket) equipment can be stored by Node4 for up to 21 days in the Node4 goods in area, any equipment is stored at the Customers own risk. After 21 days the fees in section 4.6 will be applied.

6.9 Professional services

A full range of professional services are available to the Client in connection with the colocation Services provided by Node4. The Professional Service Fees are included on the Order Form or subject to the Fees in 4.5 above and agreed between the Parties in advance these can include but are not limited to:

- Installation and configuration of servers, firewalls and switches.
- Rotation of Client tapes on daily or weekly basis with tapes stored on-site within a fire-proof safe.
- Checks, minor changes (for example checking status of equipment, warning lights, hot swap of Client provided equipment), and equipment reboots.

Requests for Professional Services are made via the Service Desk and should include sufficient information for Node4 to locate the equipment in the rack (e.g. Rack number, U location, Server name etc).

Professional Services are provided for Client convenience, Customers accept there are risks when entering rack to complete the activities, Node4 has no liability to the Client resulting from following the Client instructions.

6.10 Bandwidth

Bandwidth to the internet is available on either guaranteed bandwidth (per Mb), or data transferred (per Gb). Some services have optional burst capacity and services with this capability are charged using the 95th percentile method using the following calculation:

Node4 record the inbound and outbound data transfer for the Customer's connection at 5 minute intervals over a 1 month period. We do this by measuring the data transferred divided by the sampling length in seconds to obtain a MBit/Sec value for each 5 minute interval. At the end of the month we order the data collected from highest to lowest and discard the top 5 percent of the readings. Therefore in a 30 day billing cycle, the top 5% (36 hours) of peak traffic are not taken into account. This equates to 65 minutes per day. Node4 then take the remaining data set and use highest measurement as the billable utilisation for that month. We calculate the 95th percentile for inbound and outbound traffic separately, and take the higher of these two values as the billable utilisation. This value is then rounded to the nearest Mbit/Sec for billing purposes.

All internet usage is subject to the Acceptable Use Policy

6.11 IP addresses

The number of IP addresses assigned will identified on the Order Form. IP address usage is monitored and reported to RIPE database. The use of IP addresses must be justified. It is the Customer's responsibility to use their assigned IP addresses. Use of non-assigned IP addresses will result in immediate disconnection from the Node4 Network.

6.12 Internet security

Node4 provide colocation Customers with public internet access. Internet Security and Virus Protection is the responsibility of the Customer. All internet usage is subject to the Acceptable Use Policy. Firewall and virus protection options are available from Node4 on request at an additional Fee. Incident management

6.13 Incident handling

Incidents are handled as outlined in Node4's Incident Management Service Schedule Document.

6.14 Hours of support

The following table details the different Support Hours relating to the support hours defined on the Order Form (if not defined Bronze support, is provided as standard on Colocation services).

Support Hours	
Bronze	Standard business hours support 9am to 5.30pm week days, excluding bank and national holidays
Silver	Support hours between 7am and 7pm weekdays, excluding bank and national holidays
Silver Plus	<p>Priority 1 and 2 - Support hours between 7am and 7pm 7-days a week, including bank and national holidays, excluding Christmas day, Boxing day and new year's day</p> <p>Priority 3,4 and Service Request - Support hours between 7am and 7pm weekdays, excluding bank and national holidays</p>
Gold	<p>Priority 1 and 2 - Support hours 24/7</p> <p>Priority 3,4 and Service Request - Support hours between 7am and 7pm weekdays, excluding bank and national holidays</p>

6.15 Incident priority

Each new Incident will be assigned a priority level by the Service Desk based on the following definitions. These levels allow us to prioritise resources and escalate where appropriate.

Priority	Description
1 - Critical	A major Incident resulting in total loss of service.
2 - High	A major Incident resulting in a severe service degradation or loss of service to a significant percentage of users.
3 - Medium	A minor Incident resulting in a limited or degraded service or a single end user unable to work.
4 - Low	General, single user with degraded service, non-service affecting support.

5 - Service Request	Request for a change to an existing service or system, a request for information or simple questionnaire to be completed.
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6.16 Time to resolve incident

Node4 aims to respond, update and resolve Incidents in relation to the Colocation Service with the following response times:

Priority	P1	P2	P3	P4	Change
Response / Acknowledgement	30 Mins	1 Hour	2 Hours	4 Hours	12 Hours
Commencement	1 Hour	2 Hours	4 Hours	N/A	N/A
Frequency of Updates	1 Hour	2 Hours	12 hours if Resolve / Target to Fix exceeded		
Resolve / Target to Fix	4 Hours	8 Hours	12 Hours	36 Hours	60 Hours

Resolution times in the table above do not apply where there is a Client Responsible Incident, a Third Party Attributable Incidents or events outside Node4's reasonable control, any incidents including these aspects will be excluded from reporting provided.

All priority 1 & 2 Incident should be raised via the Service Desk by a phone call. Should a priority 1 or 2 incident be raised via the portal or e-mail, the Client is required to follow this up with a corresponding phone call to enable work to commence immediately on the issue.

* Acknowledgement refers to an automated service which generates a response and alerts engineers of a service failure; or where there is dialogue between the client and the engineer.

6.17 Incident duration

All Incidents recorded by the Network monitoring system will be reconciled against the corresponding Service Ticket raised by the Service Desk. The exact Incident duration will be calculated as the elapsed

time between the Service Ticket being opened and the time when Service is restored.

7. Service credits

Node4 will provide the Client with service credits, as set out below, for the failure to meet the following targets:

7.1 Power availability

The Service is "available" when the data centre is powered and power is available to the PDU. Power downtime would be in the event of power failure of all supplies available to the PDU.

The following exclusions apply:

- Where a Client has not opted for dual power feeds no downtime would be attributable.
- If power failure is caused by Client exceeding their power allowance or connection of faulty equipment resulting in breaker tripping no downtime would be attributable.

The following equation will be used to calculate power availability. References to minutes are to the number of minutes in the applicable Monthly Review Period:

$$\left(\frac{\text{Total minutes} - \text{Total minutes Unavailable}}{\text{Total minutes}} \right) \times 100$$

Service Availability During Monthly Review Period (Dual power feed only)	Service Credits as % of Monthly Rental Fee (Excluding Power)
<100% - 99.8%	10%
<99.8% - 99.5%	20%
<99.5% - 99.0%	30%
<99.0% - 98.0%	40%
<98.0%	50%

7.2 Cooling availability

Node4 operate data centre halls in accordance with ASHRAE Class 1A Recommended Envelope Thermal Guidelines 2011.

The service is “available” when the:

- Data centre Cold Aisle Temperature is 18°C to 27°C.
- Data centre room humidity of 5.5°C Dew Point to 60% RH and 15°C Dew Point.

Both temperature and humidity are average measures taken hourly from multiple sensors positioned at the top of the cold aisles. Node4 will monitor, but is not required to report to Client on, environmental conditions in the Facility.

The following equation will be used to calculate cooling availability. References to minutes are to the number of minutes in the applicable Monthly Review Period:

$$\frac{((\text{Total minutes} - \text{Total minutes Unavailable}) / \text{Total minutes}) \times 100}{}$$

Service Availability During Monthly Review Period	Service Credits as % of Monthly Rental Fee (Excluding Power)
<99.9% - 99.8%	10%
<99.8% - 99.5%	20%
<99.5% - 99.0%	30%
<99.0% - 98.0%	40%
<98.0%	50%

7.3 Network service availability (only where Node4 provides Internet Connectivity)

The Service is “available” when the Node4 connection to the internet is available. Network downtime would be in the event of the total failure of all Node4 provided connections to or from the internet. Where a Client has not opted for HSRP redundant network connections no downtime would be attributable if the downtime is due to a core switch failure.

The following equation will be used to calculate Service Availability. References to minutes are to the number of minutes in the applicable Monthly Review Period:

$$\frac{((\text{Total minutes} - \text{Total minutes Unavailable}) / \text{Total minutes}) \times 100}{}$$

Service Availability During Monthly Review Period (Switch Service)	Service Credits as % of Monthly Rental Fees
<99.9% - 99.8%	0%
<99.8% - 99.5%	5%
<99.5% - 99.0%	10%
<99.0% - 98.0%	15%
<98.0%	20%

7.4 Calculations of service credits

Where a Monthly Review Period incorporates part of a month, any service credit will apply to a pro-rated monthly Rental Fee.

Service credits will be calculated monthly, aggregated and credited to the Client on a quarterly basis.

If a Service is cancelled during a Monthly Review Period, no service credit will be payable in respect of that circuit for that Monthly Review Period.

The Client must claim any service credit due to a failure to meet the Service Levels, in writing, within twenty one (21) Business Days of the date at which the Client could reasonably be expected to become aware of such failure, otherwise no service credits shall be payable. The Client shall not be entitled to any service credits in respect of a claim unless and until Node4 has received notice of the claim in writing in accordance with the above. Should Node4 require additional information from the Customer, the Client shall assist, and shall not be entitled to any service credits until Node4 has received all the information it has reasonably requested.

7.5 Exclusions to payment of service credits

Without prejudice to or limitation of the definition of Service Availability, service credits will not be payable by Node4 to the Client in relation to the Service Availability for Incidents or disruptions to the Services caused by any of the following:

- The Incident, action or negligence of the Customer, its employees, agents or contractors;
- In a shared rack environment the fault, action or negligence of any Client within the shared rack;
- The Client failing to comply with the provisions of the Agreement;
- An Incident in, or any other problem associated with, equipment connected on the Customer's side of the Node4 Network termination point, except where such Incident or problem is directly caused by the action or negligence of Node4, its employees, agents or contractors;
- Any event described in Clause 10 (Force Majeure) of Node4's Terms and Conditions;
- A failure by the Client to give Node4 access to any equipment after being requested to do so by Node4; or
- Any Planned Outage.

Service credits are not applicable for more than one breach of any targets outlined in this document arising from the same occurrence.

In respect of any Monthly Review Period, the total amount of any service credits payable in relation to all Service Level breaches shall not exceed 50% of the monthly Rental Fee for the affected Services.

The provision of service credits shall be the sole and exclusive remedy for the failure to meet the service levels for the Colocation services. Node4 shall have no additional liability to the Client in respect thereof.