

# NEWARK MEDIA FACILITY



**DataSafe services the South and East Bay's media and electronic data management needs through its facility in Newark. Built in 2001, this is the newest member to our family of facilities spread throughout the Bay Area.**

## **Size**

This 53,474 square foot Records Center has 45,000 square feet dedicated to secure hard copy records storage. The separate vital records vault has 4,000 square feet of digital media and film capacity with three levels of all-steel shelving. The temperature is maintained between 62°F and 68°F and the relative humidity is kept between 40% to 50%.

## **Security**

A proximity-card locking system prevents unauthorized entry into the facility. The security system is monitored by Acme Security Systems. The Police Department is less than two miles away with an estimated arrival time of less than 3 minutes. Non-employee access is by appointment only through one visitor entrance. Visitors must use sign in and are assigned a visitor badge for the duration of their stay. All facilities are monitored by CCTV. Active images are retained for 90 days and inactive images retained for one year.

## **Fire Safety**

One of three local Fire Stations is only one mile away with an estimated arrival time of two to three minutes. The facility is equipped with a fire alarm system that automatically dials the Fire Station upon activation. The non-combustible shelving is all-steel. There are sprinklers every eight feet on every level of every row. The vault sprinklers are uncharged (dry). The 29 ABC (powder) fire extinguishers are serviced annually. There is no charged gas line into the facility. Acme Security Systems inspects the sprinkler system annually. The fire department performs periodic unscheduled safety inspections.

## **Earthquake Safety**

The all-steel, reinforced shelving is bolted together with a double mezzanine. Additionally, all shelves are bolted to the floor. The single story, tilt-up concrete construction reduces the risk of damage in this quake zone.

## **Flood Zone Designation**

The facility is in the lowest risk flood zone designation, an X-zone. This 500 year flood plane has less than a 0.2% chance of flooding. The storm drain is inspected and serviced quarterly.

## **Other**

- Monthly pest and rodent service schedule.
- HVAC (heating ventilation and air conditioning) is maintained on a quarterly basis with an emergency service agreement in place for repairs 24/7.
- Important computer systems are equipped with two-hour uninterruptible power supply.
- Critical systems are backed-up daily and stored offsite.
- Janitorial service by bonded professionals is performed every weeknight.

## **Hours of Operation**

8:00am to 5:30pm, staffed from 7:00am to 5:30pm.