

NEWARK RECORDS FACILITY



DataSafe services the South and East Bay's records 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 with a capacity for 455,000 storage containers.

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 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 for a total of 1,239 sprinklers. 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.