

# SOUTH SAN FRANCISCO RECORDS FACILITY



**DataSafe services San Francisco, sections of the East Bay and the Peninsula's records management needs through its facility in South San Francisco. Built on solid bedrock in 1966, with earthquake retrofit completed in 1991, this facility—one of three in the Bay Area—serves as our headquarters and holds our general offices.**

## Size

The 126,000 square foot Records Center has 114,000 square feet dedicated to secure paper records storage with a capacity for 966,468 storage containers. The remaining space is used for indexing projects, the processing of destruction orders and client review areas.

## Security

A proximity-card locking system prevents unauthorized entry into the facility. The security system is monitored by ADT Security Systems. The nearby Police Department has an estimated arrival time of less than 7 minutes. Non-employee access is by appointment only through one visitor entrance. Visitors must use the sign in log 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

The local Fire Station has an estimated arrival time of 3-4 minutes. There is an adjacent 135,000 gallon water tank that pumps 2,500 gallons per minute at 125 pounds per square inch. 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, totaling 3,966 sprinklers. Of the 57 annually serviced fire extinguishers, 23 are Halon (vaporizing liquid) and 34 are ABC (powder). There is no charged gas line into the facility.

The shelving has a fire barrier, creating separate Record Center locations. Allan Sprinkler inspects the pre-charged sprinkler system quarterly and ADT Security Systems inspects the 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.

## 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.
- Critical 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

Open from 7:30am to 5:30pm,  
staffed from 6:00am to 11:00pm.