

# PALO ALTO FACILITY



**DataSafe's facility in Palo Alto services the South Bay and Mid-Peninsula's Hard Copy records management needs. Our third facility, built in 1969, is one of three DataSafe facilities spread throughout the Bay Area.**

### **Size**

The 58,000 square foot Records Center is completely dedicated to secure paper records storage with a capacity for 416,138 storage containers.

### **Security**

A proximity-card locking system prevents unauthorized entry into the facility. The security system is monitored by Security Link. The nearest Police Department is less than three and one-half miles away with an estimated arrival time of less than nine minutes. Non-employee access is by appointment only through a single visitor entrance. All visitors must sign in and are assigned a visitor badge for the duration of their stay.

### **Fire Safety**

One of the five local Fire Stations is only one and one half miles 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. The 1,132 sprinklers are placed every eight feet on every level of every row. There are 43 annually serviced ABC (powder) fire extinguishers. ADT Security Systems inspects the pre-charged sprinkler system annually. The fire department performs periodic unscheduled safety inspections.

### **Earthquake Safety**

The all-steel, reinforced shelving is bolted together with a single 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**

This facility is in a low risk flood zone. This 100 year flood plane has less than a 1% chance of flooding. The storm drain is inspected and serviced quarterly.

### **Other**

- Monthly pest and rodent service schedule.
- Important computer systems are equipped with two-hour uninterruptible power supply.
- Critical systems are backed-up daily with copies stored at two different locations.
- Janitorial service by bonded professionals is performed every weeknight.

### **Hours of Operation**

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