# Milwaukee **Water Works**

## Exhibit \_\_\_\_ Wireless Contractor Security and Safety Requirements

This document covers all employees and contractors of any wireless provider who has equipment located at any MWW facility. Access is limited to the specific areas necessary for the employee or contractor to perform their scope of work. In the event of a conflict between the language in this Exhibit and the Lease, this Exhibit shall control.

Administration (see exhibit "A" for contact information)

- <u>Tenant is required to provide a single point of contact for security matters</u>. Any change to this contact needs to be reported promptly to MWW.
- <u>Tenant is required to provide MWW with a list of employees and contractors</u> <u>authorized for access to the Tenant's equipment.</u> Any change to the employee or contractor listing must be communicated promptly to MWW. Only individuals on the list will be granted site access.
- <u>Tenant is required to supply MWW with a letter of compliance stating all employees</u> requesting access be vetted in a manner similar to MWW employees. That would include :
  - Criminal Felony/Misdemeanor by county of residence superior and municipal court records in any county in the US going back seven (7) years.

The MWW Water Security Manager will periodically audit the vendors by requiring that they provide redacted copies of the completed background check with personal information removed. Employers not complying with MWW policy on conducting background checks will have employees access terminated until such time as these checks have been completed.

- <u>Tenant is required to provide a valid sample of their corporate identification card</u> <u>format.</u> This will be used to verify the identity of all employees and contractors of the Tenant who wish to gain site access. If the identification provided by the individual requesting access does not match what the Tenant has provided, the employee or contractor may be denied access.
- All required information and access list updates must be submitted to the MWW Water Security Manager before access will be granted. Updating and disseminating this information will require a minimum of two (2) business days. All changes must be in writing; no verbal changes will be processed.

841 N. Broadway Zeidler Municipal Building Room 409 Milwaukee, Wisconsin 53202

www.water.mpw.net

• <u>Tenant's ground equipment and locks must be identified and clearly labeled with</u> <u>the Tenant's name and a 24/7 emergency contact number for police or emergency</u> <u>first responders.</u>

## Changes or Addition to Equipment

- A written request<u>must</u> be made to the Superintendent of MWW. This request <u>must</u> come from the Lessee.
- Schedule an appointment with the Engineering Section of MWW. This will be noted in the response to the written request.
- Five (5) sets of proposed plans, each with the original signature and stamp of a Professional Engineer licensed in the State of Wisconsin, should be submitted to the Superintendent.
- Proposed plans must include a site plan. These are reviewed by the Engineering Section of MWW and an official response is prepared for the Superintendent's signature. This response will be transmitted to the Lessee and the cover letter copied to a third party or vice versa upon direction by the Lessee.
- Upon completion of the review, three (3) sets will be returned to the Lessee or their designee. If the proposed plans are acceptable to MWW, the stamp will note: REVIEWED FOR CONSTRUCTION-NO EXCEPTIONS. Or, the stamp could direct a RE-SUBMITTAL for a variety of reasons. Scheduling the appointment, as noted in Item 2, should eliminate RE-SUBMITTALS.
- Construction may not commence until Lessee has received the appropriate notice from MWW. The "NO EXCEPTION" response will include a reminder of the current SECURITY REGULATIONS with the directions for acquiring access to the site and notifications. The installing contractor must have a set of the MWW stamped plans at the site during all times installation work is proceeding.
- Upon completion of the work and restoration that meets the approval of MWW, the Lessee shall provide an as-built set of documents to MWW to the address noted on the response letter.

## Maintenance

- If requested, Tenant is required to power down for MWW or City of Milwaukee inspections. Said request shall be on no less than twenty-four (24) hours advance notice to Tenant, except in the event of an emergency, in which case, notice shall be as much as is reasonably possible under the circumstances. In addition, MWW shall use all reasonable efforts to accommodate a "power down" during off-hours.
- If necessary for site improvements or maintenance, Tenant is required to relocate from the MWW site at Tenant's expense and on MWW's schedule, subject to terms and conditions of the Lease.

#### <u>Access</u> (See exhibit "A" for contact information)

- Tenants who require MWW authorization or assistance to gain access to their equipment must provide a minimum of twenty-four (24) hours advance notice for routine repairs or maintenance. The preferred schedule for these jobs is Monday through Friday during the hours of 7:00 a.m. to 3:00 p.m. Routine access will not be provided on holidays.
- Tenants who do not require MWW assistance to gain access to their equipment should contact MWW to advise us of your presence on site. Our neighborhood partners may report suspicious activity, and if we do not have notice of your presence the police will be called to respond.
- MWW personnel must be present during any equipment deployments, antennae installation or work that may affect the operations of our facility.
- If access is required with less than twenty-four (24) hours notice or outside the preferred schedule, the Tenant will pay for the reasonable cost of labor borne by the MWW to accommodate the site access and supervision of Tenant's personnel while on site. Tenant will be invoiced by the MWW for these costs according to MWW then current labor agreements.

#### Safety/Security

- MWW will perform a base RF assessment of the site before the Tenant's equipment is initially installed. After every equipment change we require the Tenant to perform, at their cost, another RF assessment within two (2) months of the equipment change. The test results are to be sent to the MWW who will then verify that site conditions have not degraded. The Tenant must remedy any change that negatively impacts employee safety and health within two (2) weeks of the test.
- MWW reserves the right to restrict or deny all site access in the event of an increased security threat to MWW or the water sector in general. During such event, Tenant may gain access to the site provided Tenant is escorted by MWW's personnel or other representative designated by MWW, if available. Tenant shall be responsible for all reasonable cost associated with access. Tenant will be invoiced by MWW for these reasonable costs at MWWs' then current labor agreements.
- MWW recognizes that the wireless services provided by tenant are important for communications during such event and will take reasonable steps to allow Tenant access needed to restore service during an emergency.

## <u>Exhibit A</u>

1. Employee and contractor lists, personnel changes, compliance letters and ID card sample as outlined in the Administration section of this Contract should be submitted to:

Michael Schaefer, CPP Water Security Manager Milwaukee Water Works 841 N. Broadway, Room 409 or e-mail to michael.schaefer@milwaukee.gov Milwaukee, WI 53202 Ph: (414) 286-3465 Fax: (414) 286-2672

2. Requests for access to install antennae or new equipment or for any work that may affect the operations of our facility should be sent in writing to:

Carrie M. Lewis Superintendent Milwaukee Water Works 841 N. Broadway, Room 409 or e-mail carrie.lewis@milwaukee.gov Milwaukee, WI 53202

3. Notification of emergency work being done onsite and requests for site access should be given to:

## Contact Information Linnwood Water Purification Plant and Northpoint Pumping Station

Linnwood Plant Control Center (414) 286-2880

## Contact Information Hawley Tank "1235 N. 57<sup>th</sup> Street, Milwaukee WI"

Howard Control Center (414) 286-2890

## NOTE: All personnel entering MWW sites must be pre-authorized for any entry.