

Imperial College London has various hazardous and sensitive areas. Controlling access to these is extremely important.

A simple colour coding system operates within the College identifying 3 different types of areas. These areas are labelled through small signs placed above door handles.

Information on the colour coding signs, what these mean to you as cleaning supervisors and the instructions that you must pass on to your cleaners are described in this leaflet.

Low risk areas are not colour coded however any other signage must always be obeyed.

Imperial College London

This is one in a series of leaflets on Access Control aimed at different sectors in the College.

Leaflets available include information for:

***Maintenance staff and their
contractors***

***ICT staff and their contractors
Cleaners***

Security personnel

Further information is also available online at
[www3.imperial.ac.uk/safety/guidanceandadvice/
accesscontrol](http://www3.imperial.ac.uk/safety/guidanceandadvice/accesscontrol)

or by contacting your DSO/FSM or the Safety
Department

IMPERIAL COLLEGE LONDON
Safety Department, South Kensington Campus, Exhibition Road
T: 020 7594 9423 F: 020 7594 9424
E: safetydept@imperial.ac.uk

Imperial College
London

ACCESS CONTROL

INFORMATION FOR CLEANING SUPERVISORS





Areas with no colour code

Where will you see these signs?

On doors to very dangerous or highly secure areas.

On doors to dangerous or secure areas.

General areas such as offices and corridors are not colour coded as they are not usually dangerous.

What do these signs mean to you?

Your staff must not enter these areas unless special arrangements have been made. These special arrangements will be made only by the Building or Campus Manager.

The Building or Campus Manager will issue you with a Permit-to-Work once these arrangements are in complete.

NO ACTION MUST BE TAKEN UNLESS A WRITTEN PERMIT IS IN PLACE.

These areas will be on routine cleaning rotas.

The cleaning tasks involved will be restricted and agreed with the Building Manager.

For research laboratories this will typically be limited to cleaning handwash basins and mopping floors.

There are no specific restrictions on access to College staff or students, or their contractors.

The cleaning tasks involved will be agreed with the Building Manager.