

IT room code of conduct

Health & Safety

- For security reasons, IT rooms are monitored and recorded with CCTV.
- Ensure your ID badge is worn at all times.
- Ensure all accidents however small are reported to the IT Helpdesk.
- Do not eat or drink in the Data Centres & Communications Rooms.

Working Onsite Rules & Regulations

- Do not tailgate through doors; use your swipe card allocated to register your movements around the floor. In the event of an emergency this will provide an audit trail of your movement and assist in locating personnel.
- For security reasons, all cabinets are locked and controlled by Capgemini. Access is given as required, to authorised personnel only with a covering ITSM Change, Incident or Maximo record. Working in RED ZONES requires an ATP.
- Treat all equipment and cables as live, do not touch unless trained and authorised to do so.
- During the installation of cables, ensure both ends of all cables are clearly labelled as per Heathrow Physical Infrastructure Standards.
- All kit to be commissioned should be unpacked outside the IT Room and all rubbish removed from site, this includes cardboard, paper wrap, plastic, wood and other such material.
- Boxes, tapes, CDs, blanking panels and other materials shall not be stored in the IT Rooms, any equipment or rubbish left lying around will be disposed of immediately. For temporary storage arrangements, please speak to a member of the Capgemini Data Centre Team.
- Do not lift floor tiles and work under the floor without prior authorisation from the Capgemini Data Centre Team.
- If permission has been given to lift floor tiles, do not lift more than 4 adjacent tiles, forming an island around kit or removing more than 4 tiles in one given area could result in the raised floor collapsing.
- Do not leave any spare or unused equipment on the floor, on top of cabinets or within the floor void. All equipment not installed in a cabinet must be returned off site.
- Food and drink are prohibited in the IT Rooms.
- Use the TAK mats provided, to reduce the amount of dust brought into the IT Room.
- Contractors should only use the dirty power supply.

PLEASE NOTE THAT FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN EXCLUSION FROM THE SITE