Transport for London
London Underground

Guidance Document

G0232 Manual of Good Practice Cleaning Areas of Limited Access

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MAYOR OF LONDON

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1 Purpose

1.1 The purpose of this Guidance Document is to set out the requirements for maintenance cleaning of areas of limited access which are the responsibility of London Underground (LUL) and the standards of cleanliness to be achieved.

1.2 This Guidance document supersedes LU cat 2 standards E 3708 A3 Cleanliness of areas of limited access and M 3705 A4 Areas of limited access – guidance on cleaning which are withdrawn.

2 Scope

2.1 This Guidance applies to, and describes, the frequency of inspection and standards of cleanliness required in areas of limited access in LU premises

2.3 Areas of limited access covered by this document are defined in 6.1.

2.4 Cleanliness of railway running tunnels is outside of the scope of this document.

2.5 This document sets in place a system of cleanliness measurement that can be used to assess the regularity and effectiveness of cleaning operations in areas of limited access

3 Guidance

3.1 General

3.1.1 Cleaning of platform inverts; vents and other areas of limited access on a regular basis is essential to ensure there is no build up of dust; debris or refuse which could in any way give rise to an outbreak of fire or unsanitary condition or contribute to contraventions of legislation; or result in a hazard to the health and safety of passengers, staff and other third parties. It assists the provision of a clean, clear passage for air movement for the effective performance of the ventilation or draft relief system. It also provides clean surfaces for inspection and enables maintenance to be carried out in a safe, hygienic and clear working environment.

3.1.2 Determination of the dust level of an asset and its variation within that asset is not a precise measure and categorisation on inspection will be based to some extent on an individual's subjective judgement and experience.

3.2 Statutory Compliance

3.2.1 All activities must comply with current legislation; approved Codes of Practice and authoritative guidance literature issued by Statutory Bodies.

3.3 Inspections

3.3.1 The manager responsible for maintenance of the asset should be advised in advance that an inspection is to take place.

3.3.2 Inspections of areas of limited access to ascertain their general cleanliness should be undertaken at periods not exceeding 12 months and on completion of any work within the area giving rise to waste material.

3.3.3 A device suitable for measuring the depth of dust and fluff should be used and measurements taken at the point of most build up. Each area should not exceed the levels defined in the Tables in Attachments 1,2 & 3

3.3.4 Based on evidence found during the inspections, areas of limited access should be categorised for cleanliness in one of the categories defined in 3.4 below.

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3.3.5 Following the 12 monthly inspections a report shall be prepared recording at least the following information:

a) name of asset;

b) structure number (if any);

c) SID number;

d) location of asset;

e) material of construction (e.g. brick; concrete; steel; tiles; rendering; sheet metal);

f) amount of dust on cables; floors; walls and similar;

g) amount of fluff;

h) amount of debris;

j) amount of litter;

k) amount of standing water;

l) whether any water seepage;

m) whether structure dangerous;

n) condition of lighting;

o) identified hazards;

p) minor works requiring attention.

3.3.6 As suitable report form is indicated in Attachment 1. Copies of the completed report shall be sent to Asset Maintainer.

3.4 Standards of Cleanliness

3.4.1 Categories of general cleanliness with regards to dust, debris and other loose material, oil, grease, grime, rust and vegetation are given in Table 1 (Attachment 2)

3.4.2 Categories of cleanliness with regards to fluff are given in Table 2 (Attachment 2)

3.4.3 Categories of cleanliness regarding litter accumulation are given in Table 3 (Attachment 3). The amounts given are for each individual area.

3.4.4 The minimum required standard of cleanliness for the various areas of limited access are given in Table 4 (Attachment 3)

3.4.5 After cleaning, all cleaned areas should meet categories CG1, CF1 and CL1 defined in attachments 1, 2 and 3.

3.5 Working arrangements

3.5.1 Prior to work commencing access and working arrangements should be agreed.

3.5.2 All work areas should be inspected and the proposed cleaning works agreed in detail with the Project Engineer (or representative)"prior to commencement. Any queries regarding the degree and extent of cleaning should be raised at this stage for resolution.

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3.5.3 Sanitary provisions for the use of cleaning operatives should be agreed with the station Supervisor prior to the commencement of the work. LUL staff toilets may only be used where this has been agreed with the LUL station supervisory staff.

3.5.4 The works may result in the generation of a considerable amount of dust. All practical measures should be taken to minimise this and to prevent its spread to areas outside the work area. Where necessary special measures should be taken to mitigate the effects of dust, including the provision of dust covers over mechanical plant, sensitive or fragile equipment or other critical elements.

3.5.5 Large scale dust covers, protective sheets or removable hoardings may be required to prevent the blockage of ventilation systems or the egress of dust. The use of covers in vent shafts and associated areas can affect the functioning of ventilation systems. Materials used for protection should comply with LU cat 1 Standard 1-085 Fire Safety Performance of Materials and G-085 COP – Fire Safety of Materials and Fire Safety of specific items and materials used in the Underground.

3.6 Access

3.6.1 Access to areas containing mechanical plant and main ventilation passageways is only permitted during periods when ventilation fans are switched off and isolated. All work must be completed, debris and loose equipment removed and all personnel evacuated before any of the fans are switched on again.

3.6.2 Access to certain shafts may be difficult and require special working procedures, such as the use of suspended mobile working platforms; bosuns chairs or similar devices. Operatives require special training in their use and must produce valid certification for verification by the DER before using such equipment.

3.6.3 Prior to entering areas of limited access, doors are to be opened and the work area checked to ensure that no ‘Danger’ signs warning of exposed live electrical terminals within are present. If signs are present the DER should be informed so that the LEM can be notified and arrangements made for the work area to be inspected and confirmation given that it is safe to enter.

3.6.4 Where access doors or access covers are opened or lifted to provide access to the work areas; appropriate keys and or lifting equipment should be used. Precautions should be taken to avoid damage to the covers or their surrounds. Damage or faults should be immediately reported to the Asset Steward, especially where this could involve hazards to the public.

3.6.5 Covers should be cleaned and re-bedded to provide a level surface at the end of each shift.

3.6.6 Scaffolding should comply with appropriate Civil guidance regarding scaffolding near the railway..

3.6.7 Temporary barriers should be erected around open access points, as necessary for the protection of passers by

3.7 Authorisation

3.7.1 Approval to work in lifts and escalator shafts should be obtained in accordance with LUL Contract Safety Conditions Clause 35 and with the requirements of LU Rule Book 9 – Lifts, escalators and moving walkways.

3.7.2 Permits may be required for the storage of materials on LUL premises,guidance on obtaining a storage licence can be found in LU Rule Book Support document ‘Applying for Storage Licence’; and for the transport of materials on escalators or in lifts items should be moved in accordance with the requirements of LU Rule Book 9 - Lifts, escalators and moving walkways and LU Cat 1 Standards 1-092 issue A3 Escalators

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and Passenger Conveyors and 1-093 issue A2 Lifts including Fire-fighter and Evacuation Lifts.

3.7.3 Where appropriate, and in particular with regard to noise at night, the Local Authority; Police and local residents should be informed of the proposed works.

3.8 Site preparation

3.8.1 Sensitive or fragile equipment should be adequately covered and protected during the work to prevent damage or the ingress of foreign matter. Such equipment includes, but is not limited to: pumps; ventilation fan motors; filters; switchgear and control panels. Materials used for protection should comply with LU Standard 1-085 Fire Safety Performance of Materials and G-085 COP – Fire Safety of Materials and Fire Safety of specific items and materials used in the Underground.

3.8.2 Areas found to be flooded should be reported to the via the Fault Reporting System. Arrangements should be made by the Asset Manager for pumping out and cleansing the area.

3.9 Lighting

3.9.1 Temporary lighting should be provided in accordance with the requirements of LU Standard 1-066 Lighting of Underground Assets (Cat 1) to enable works to be carried out safely and satisfactorily.

3.9.2 Generators should be manned or the controls protected in such a way as to prevent unauthorised tampering which could result in the loss of light source to operatives, particularly where working in potentially hazardous locations.

3.10 Site records

3.10.1 Results of the surveys of the work areas should be entered on a site report and recorded with the asset database in accordance with the requirements of this guidance.

3.11 Cleaning

3.11.1 Initially, vacuum cleaners should be used to remove as much dust as possible prior to the commencement of other cleaning operations and the process should be repeated on their completion.

3.11.2 The top, bottom and sides of the work area and any cables and pipework should be swept and vacuumed clean to remove the build-up of dust and dirt to minimise as far as possible, the generation of airborne dust.

3.11.3 Accumulated rubbish; waste material; debris; dust; dirt; peeling paint; waterborne deposit and any loose or friable material should be collected and removed from site.

3.11.3 The methods of work adopted should be such as to achieve the specified level of cleanliness. Methods should include, as necessary, brushing; scraping; hammering; chiselling; vacuum cleaning or any other method that is considered appropriate.

3.11.4 Cables and other services within the work area may be live during the cleaning operation. An effective shield should be employed if impact tools are used adjacent to cables or equipment to protect the installation and the operative from risk or hazard.

3.11.5 Permanent lighting installations, including lamps; shades; reflectors; covers and diffusers should be cleaned on completion of all major works to ensure lighting levels are not impaired.

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