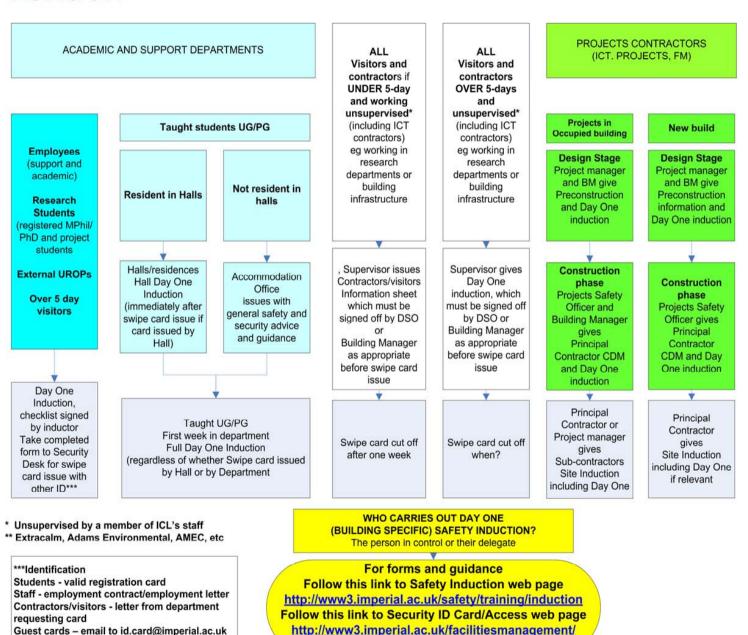
## Imperial College London

## PROCESS FOR DAY ONE INDUCTION AND OBTAINING SWIPE CARD



security/services/idcard

## PROPERTY Tenants Contractor Commercial resident in premises building\*\* (Lab/process space) ICL to receive Tenants' hazard Day One Induction survey (as in given to Incubator) representative + give Day One before Swipe card nduction to tenant issued by Property representative before issuing swipe card Tenant Resident representative to contractor gives give Day One Full Day One induction to induction to any employees before hotdesking swipe cards subcontractors issued Tenants Tenants Residential Commercial Domestic premises (office premises space) **New Tenants New Tenants** issued with LIP to issued with include building LIP to include specific relevant relevant Day One Day One

information

Landlord's Information Pack

information