



# Environmental Health & Safety Policy & Procedure #10

**TITLE:** **STORAGE IN HALLS, CORRIDORS, AND STAIRWELLS**

**OBJECTIVE AND PURPOSE:** To establish procedures for maintaining safe means of egresses.

**RESPONSIBILITY:** **ACTION**

**ENVIRONMENTAL HEALTH & SAFETY (EH&S)**

- ◆ Ongoing inspection of halls, corridors and stairwells for improper storage.
- ◆ Accompany the State Fire Marshal (SFM) on all inspections.
- ◆ Tag all items of non-compliance for removal.
- ◆ Monitor the removal of all items in a timely manner.

**PHYSICAL PLANT**

- ◆ Report incidents of improper storage to EH&S.
- ◆ Respond to requests to remove tags within three working days.

**PROPERTY MANAGEMENT**

- ◆ Make arrangements to remove all improperly stored items identified by EH&S and SFM after one week and no later than two weeks after notification.
- ◆ Dispose of all materials in a timely and safe manner.
- ◆ Remove item from inventory records if required.

**DEPARTMENTS AND BUILDING SUPERVISORS**

- ◆ Maintain all corridors, hallways, and stairwells free of obstructions.
- ◆ Contact EH&S before placement of any items in corridors, hallways and stairwells.
- ◆ Contact EH&S and/or Property Management to report any items blocking egress.
- ◆ The disposal of surplus property must be in accordance with the established FAU policy for surplus material.

**REFERENCE:**

- ◆ NFPA 101, OSHA 29CFR1910 & Chancellor’ Memorandum CM.N-18.00-09/97, FL State Statute 633

**ATTACHMENTS:**

- ◆ *Tag for property removal – Attachment “A”*
- ◆ *Fire safety requirements for egress routes - Attachment “B”*

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