



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.16, Access to Building Equipment Rooms and Tunnels

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a standard procedure for controlled access, security and general housekeeping of all TTUHSC equipment rooms and tunnels. Authorized personnel have access to these areas in order to maintain security of facilities and equipment, safety of employees, patients and students, and to meet various standards, codes, and practices such as those outlined by the National Institute for Occupational Safety and Health (NIOSH). This HSC OP applies to all TTUHSC campus locations.

REVIEW: This HSC OP will be reviewed on September 1 of each even-numbered year (ENY) by the Directors of Facilities Operations, coordinated with the Managing Director of Facilities Operations at the regional campuses, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services by September 15.

POLICY/PROCEDURE:

1. The goal of this HSC OP is to maintain security and safety standards and minimize risks and hazards within building equipment rooms, interstitial (where applicable), and tunnel systems. It is the responsibility of all supervisors and administrative heads to implement and maintain the policies and procedures outlined in this document to control unauthorized access to these highly dangerous areas.
2. TTUHSC will endeavor to comply with the intent of appropriate codes, standards and federal and state legislation, including the National Fire Protection Codes, Occupational Safety and Health Administration, Industrial Security Regulations, Life Safety Code and other best practices which relate to the TTUHSC Safety and Security Programs.
3. Responsibilities for the control of access and general housekeeping of building equipment rooms and tunnels:
 - a. **General.**
 - (1) Under safety classifications, equipment rooms, interstitial and tunnel systems are only to be accessed by qualified personnel and may be considered confined spaces which have the potential for causing injury and/or illness for persons not properly protected and/or lacking the knowledge of safe operation. Any necessary personal protective equipment (PPE) will be utilized by persons accessing these areas.
 - (2) The equipment rooms, interstitial and tunnel systems will be secured at all times. No doors are to be propped open unless monitored by authorized personnel and only to facilitate needed repairs or access. Security is essential for safety, reliable operation, and for the security of the entire building.
 - (3) All TTUHSC equipment rooms, interstitial and tunnel systems are off-limits to unauthorized personnel. Authorized personnel are defined as qualified Facilities Operations employees who are required to perform operational checks of and maintenance on mechanical room equipment and systems. All other personnel will not be permitted into these areas unless accompanied by an employee of Facilities Operations.

- a. Temporary access for performance of work requires authorization by Directors of Facilities Operations after completion of formal orientation. Additionally, notification to and authorization by the Foreman of Central Heating and Cooling Plant 2 should be obtained.

- b. **Facilities Operations Supervisors.**

Facilities Operations Supervisors and Assistant Superintendents are responsible for instructing personnel under their direction to maintain security, proper maintenance of equipment and safe housekeeping standards in all TTUHSC equipment rooms, interstitials and tunnel systems. These responsibilities include, but are not limited to, the following:

- (1) Assure that the only storage within equipment rooms, interstitial and tunnel systems will be emergency standby parts critical to that equipment;
- (2) Assure that equipment rooms, interstitial and tunnel systems are secured and lights are turned off when not occupied; and
- (3) Maintain equipment rooms, interstitial and tunnel systems in a clean and orderly manner and assure that equipment items are maintained to the highest standards.

- c. **Employees and Students.**

TTUHSC employees, other than Facilities Operations personnel, are subject to all TTUHSC security and safety regulations. Compliance is vital to the security and safety of personnel and facilities. Rules to be followed include:

- (1) Use only authorized storage areas for personal property.
- (2) Do not enter any equipment rooms, interstitial or tunnel systems except with qualified Facilities Operations personnel or special approval. If it is observed that unauthorized access to one of these areas is possible, it should be reported to Facilities Operations Work Control for resolution.
- (3) To ensure proper action, any unsafe condition should be reported through routine channels to Facility Operations Work Control for resolution.