



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 75.06, **Corridor Storage**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide guidance and policy on the use of corridor space.

REVIEW: This HSC OP will be reviewed on November 1 of each even-numbered year (ENY) by the Senior Director of Safety Services and the Director of General Services, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services by December 1.

POLICY/PROCEDURE:

1. **Background.** As departments and programs continue to expand, storage space becomes more limited. Consequently, material, furniture and equipment tend to migrate to corridors. This potentially creates an egress hazard for building occupants by obstructing egress pathways and exits. In addition, it also creates a cluttered, undesirable appearance.
2. **Board of Regents Policy.** *Regents' Rules*, Chapter 08.05.1.f, states that TTUHSC will conform to NFPA 101, Life Safety Code (including references to the National Electrical Code) — editions adopted by the State Fire Marshal's Office (current adopted NFPA Code 2015 Editions). NFPA Life Safety Code addresses corridor storage as follows:
 - a. **NFPA 101-2015 Edition - Means of Egress 3.3.172.** A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge. (SAF-MEA).
 - b. **NFPA 101-2015 Edition - Exits. 7.1.3.2.3.** An exit enclosure shall not be used for any purpose that has the potential to interfere with its use as an exit and, if so designated, as an area of refuge.
 - c. **NFPA 101-2015 Edition – Maintenance 7.1.10.1.** Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.
 - d. **NFPA 101-2015 Edition - Furnishings and Decorations in Means of Egress. 7.1.10.2.1.** No furnishings, decorations, or other objects shall obstruct exits or their access thereto, egress therefrom, or visibility thereof.
3. **Intent of Code.** The intent of these codes is to assure egress and to provide persons protection from fire, smoke, and other hazards. Materials, furniture, and equipment present in corridors is contrary to the goals of the Life Safety Codes listed above and violates the basic concept of the codes regarding corridors, as follows:
 - a. By code, exit corridors are intended to be separate and distinct from occupied work spaces. The intent of the separation is to protect the occupant's path to the exterior and to safety during emergency evacuation.
 - b. Code requires that known hazards typically found in work spaces and their consequent dangers be kept from corridors to prevent endangering larger numbers of people evacuating the area.
4. **Storage in Corridors Prohibited.** Storage of materials, furniture and equipment in corridors is in contradiction to the Life Safety Code and increases risk to occupants. Chairs, shelves, or other items intended for Surplus shall not

be placed in the corridors. The disposing department shall arrange for pick-up of items or dispose of properly. The TTUHSC Fire Marshal is charged with the responsibility of ensuring adherence to the intent expressed in the Life Safety Code through inspections of all public corridors. The Fire Marshal will identify violations of the Life Safety Code, notify the owner, and allow up to 10 business days for removal of materials. If ownership of corridor articles cannot be established, or owners fail to remove articles within the given time frame, the TTUHSC Fire Marshal shall instruct General Services to remove said items and dispose of them in accordance with governing policies.

Note: Any situation causing an imminent hazard regarding egress will be considered a priority for correction and the process will be expedited as necessary. The Fire Marshal shall be notified by department(s) of temporary storage caused by construction or relocation, and must specify type, quantity of items, anticipated length of time, and the reason for corridor use. Beyond any temporary storage that has been coordinated between department(s), TTUHSC Fire Marshal, and TTUHSC Facilities, NO OTHER ITEMS WILL BE ALLOWED TO BE STORED IN ANY CORRIDOR.

5. **Requests for Additional Space.** Departments may petition the Institutional Space Committee for additional space. Copies of the department requests to a Space Committee will be forwarded to the Fire Marshal, as appropriate, for compliance review.