



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.06 **Corridor Storage**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to provide guidance and policy on the use of corridor space.

REVIEW: This HSCEP OP will be reviewed on November 1 of each even-numbered year (ENY) by the Senior Director of Safety Services- Physical Plant, the Senior Director of Facilities Operations and Maintenance- Physical Plant, and the Managing Director of Physical Plant and Support Services, with recommendations for revisions submitted to the Chief Operating Officer or designee 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 08.06.1.e, states that TTUHSC El Paso will conform to the most current edition of NFPA 101, Life Safety Code. NFPA Life Safety Code addresses corridor storage as follows:
 - a. **NFPA 101-2012 edition 3.3.170 Means of Egress.** A continuous and unobstructed way or 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.
 - b. **NFPA 101-2012 edition 7.1.10.1 General.** 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.
 - c. **NFPA 101-2012 edition 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 101-2012 edition 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 should not be placed in the corridors. The disposing department should arrange for pick-up of items or dispose of properly. The TTUHSC El Paso 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 30 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 El Paso Fire Marshal shall submit a work order to Facilities Operations and Maintenance 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 informed by departments of temporary storage caused by construction or relocation. Notice of temporary storage must specify type, quantity of items, anticipated length of time, and the reason for corridor use.

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