

UNIVERSITY OF TOLEDO

SUBJECT: CAMPUS HALLWAYS

Procedure No: S-08-043

PROCEDURE STATEMENT

No items shall be stored in campus hallways. Variances granted by the local fire marshal's office are exceptions to this rule.

PURPOSE OF PROCEDURE

The purpose of this procedure is to provide specific guidelines for staff so that a safe, clean, clutter-free comfortable environment is established and maintained.

PROCEDURE

Hallways, stairways or aiseways designed as ways of egress shall not be impinged upon so as to reduce the egress width to less than the associated doorway(s) or fire egress route in accordance with NFPA 101 Life Safety Code. Exit or egress hallways are marked with lighted exit signs. Storage of any kind, as well as any kind of combustible material, in stairwells is strictly prohibited; this includes any ground floor landing. Refer to [S-08-015](#) for guidelines regarding the proper storage procedures and maintenance of storage areas.

1. No items shall be stored in campus hallways.
2. In clinical areas, "rolling stock" is permitted in campus hallways on a limited and temporary basis. Gurneys, beds, code carts, linen carts, and isolation carts, as well as other "rolling stock" must have personnel assigned to remove them from egress routes in evacuation situations. A clearance of 5 feet must be maintained.
3. When tables are being utilized in existing healthcare occupancy hallways, on a temporary basis, where the corridor width is at least 8ft, the aisle must maintain 8 feet of clearance for egress in accordance with NFPA 101 Life Safety Code.
4. No items shall be placed next to or blocking fire doors, in stairwells or in front of fire extinguisher cabinets. This includes standing signs and wet floor signs. In research areas, items such as freezers, refrigerators, storage lockers and similar items shall not be stored in building hallways.
5. Cardboard boxes shall not be placed in campus hallways. Arrangements should be made with Environmental Services on Health Science Campus or Building Operations on Main Campus (419-530-1000) for same day pickup.
6. All staff are responsible for keeping campus hallways and public spaces free of clutter and trash. No storage is allowed adjacent to stairwell doors when such storage could impede or block access to an exit door.
7. Variances to this rule must be approved by the Director of Environmental Health and Radiation Safety Department. Requests for variances can be initiated through the Environmental Health and Radiation Safety Department (419-530-3600).

Source: Safety & Health Committee

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