

UNIVERSITY OF TOLEDO

SUBJECT: PROPER STORAGE PROCEDURES AND
MAINTENANCE OF STORAGE AREAS

Procedure No: S-08-015

PROCEDURE STATEMENT

The following regulations are established to ensure that standards of safe practice are followed by all personnel when storing materials and/or maintaining designated storage areas. (For storage of flammables and hazardous materials, see Procedure # HM-08-001.)

PURPOSE OF PROCEDURE

The purpose is to provide guidelines to ensure that safe storage of materials takes place on the campus of the University of Toledo.

PROCEDURE

Materials must not be stored so as to obstruct the proper functioning or testing of any fire detection or extinguishing system that is installed in, or suspended from, the ceiling. A clearance of thirty-six (36") inches is recommended, but in no case shall any materials be stored closer than eighteen inches (18") (where flammable gasses or liquids are involved, a clearance of thirty-six inches [36"] shall be maintained).

Materials must not be stored in a manner that prevents access to an electrical panel. A clearance of at least 36 inches must be maintained in front of, and 30 inches to the side of all electrical panels.

Combustible material must be stored in a hazardous storage area. Combustible materials can not be stored in mechanical spaces. Hazardous storage areas where combustible or flammable agents are used or stored shall be protected by one-hour fire resistant construction or by a fire suppression system. High hazard areas shall be protected by both one-hour fire resistant construction and a fire suppression system, or by two-hour fire construction. Trash and Recycling Receptacles must not exceed 32 gallons, unless stored in a hazardous storage area. Please refer to Procedure HM-08-003 concerning Compressed Gas Storage. NFPA 110 (2010) does allow small repair parts, tools and manuals to be stored in the generator room.

Storage shall be on pallets and/or shelves. Storage of items directly on the floor is prohibited.

The space under stairwells shall not be used for storage in order to prevent the blocking of fire egress routes.

Storage arrangements shall be undertaken so as not to obstruct access to any fire extinguishing units or tools, and so as not to obstruct the egress from any area. Hallways, stairways or aiseways designed as ways of egress shall not be impinged upon so as to reduce the egress width in accordance with Life Safety Code (see Procedure S-08-043). In patient care areas, certain rolling stock such as code carts, linen and isolations carts must have personnel assigned to remove them from egress routes in evacuation situations.

Source: Safety & Health Committee

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