

# UNIVERSITY OF TOLEDO

SUBJECT: PROPER STORAGE PROCEDURES AND  
MAINTENANCE OF STORAGE AREAS

Procedure No: S-08-015

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## 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.)

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.

Hazardous storage areas where 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.

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 aisleways 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 patient care areas, certain rolling stock such as code, linen and isolations carts must have personnel assigned to remove them from egress routes in evacuation situations.

Source: Safety & Health Committee

Effective Date: 6/8/92

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3/1/99

1/2/02

5/1/04

2/1/05

12/18/07