

**Use of Corridors and Equipment Rooms  
for Storage Procedures**

**Violations, Requests for Storage Permission**

Anyone who believes there is storage in violation of this policy should report it as specified below. The identity of persons making reports are not used in the subsequent investigation.

Suspected violations and requests to store material in the affected areas can be reported to

IUB [LossControl-IUB-L@list.indiana.edu](mailto:LossControl-IUB-L@list.indiana.edu) (includes Bradford Woods and Judson Mead)

IUPUI & IUC [LossControl-IUPUI-L@list.indiana.edu](mailto:LossControl-IUPUI-L@list.indiana.edu) (includes Camp Brosius)

IUN [LossControl-IUN-L@list.indiana.edu](mailto:LossControl-IUN-L@list.indiana.edu)

IUSB [LossControl-IUSB-L@list.indiana.edu](mailto:LossControl-IUSB-L@list.indiana.edu)

IUK [LossControl-IUK-L@list.indiana.edu](mailto:LossControl-IUK-L@list.indiana.edu)

IUE [LossControl-IUE-L@list.indiana.edu](mailto:LossControl-IUE-L@list.indiana.edu)

IUS [LossControl-IUS-L@list.indiana.edu](mailto:LossControl-IUS-L@list.indiana.edu)

The information will be forwarded to the proper personnel for further response. (See [VIOLATION](#) and [APPROVED](#) tags.)

**INLOCC is responsible for:**

1. Serving as a technical resource for this program and overseeing the development and implementation of the program.
2. Inspecting all owned and non-owned occupied spaces to verify compliance with fire codes.
3. Providing final approval for any exemptions to this policy. (See [APPROVED](#) tag.)
4. Reviewing impact of construction activity on existing building corridors to ensure compliance with the policy.
5. Ensuring project planning included both the identification of locations for placement and storage of materials and displaced room furnishings to ensure the intent of this policy is met.
6. Ensuring compliance with all federal and state regulations (e.g., fire codes).
7. Coordinating removal of non-hazardous materials as stated in the Sanctions section of this policy.

**The Office of Environmental Health and Safety is responsible for:**

1. Serving as a technical resource for this program and overseeing the development and implementation of the program
2. Inspecting laboratory space to verify compliance with laboratory safety procedures vis-à-vis storage.
3. Ensuring compliance with all federal and state regulations regarding worker safety (e.g., OSHA)..
4. Coordinating removal of hazardous materials as stated in the Sanctions section of this policy.

**Facilities Renovations (Project Manager) is responsible for:**

1. Ensuring contractors maintain equipment and supplies in accordance with the policy if any storage affects adjacent occupied areas.

**Departments are responsible for:**

1. Ensuring awareness of the policy and communicate policy content to appropriate individuals within their jurisdiction.
2. Seeking approval from INLOCC before placement of any items in building corridors.
3. Working with Project Managers and Campus Facility Services to identify alternate locations for placement of materials and displaced room furnishings during construction activity to ensure compliance with this policy.
4. Ensuring all unused equipment is removed from Corridors in a timely manner.
5. Ensuring corrective actions are implemented to comply with the policy.

**Employees and students are responsible for:**

1. Being knowledgeable of the policy and use appropriate areas and locations for the placement and storage of materials and supplies.
  2. Notifying their supervisor, department administrator, INLOCC or EHS of non-compliance issues.
  3. Ensuring corrective actions are implemented to comply with the policy.
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Maintaining clear corridors and paths of egress travel is fundamental to life safety.

Egress corridors are intended by the code to be separate and distinct from occupied work areas to protect the occupants' path to the exterior and to keep known hazards typically found in work spaces and their consequent dangers from endangering larger numbers of occupants evacuating the area.

The generally accepted minimum unobstructed corridor width of **44 inches** (IFC 1005.1) shall apply to most university buildings; however, in buildings containing large lecture halls, classrooms, recreational and assembly areas or large buildings with increased occupant loads, an evaluation by INLOCC will be conducted to determine the minimum required clear exit width.

A minimum **36 inch** (IFC 1017.5) clearance width shall be maintained in service aisle ways. Many buildings contain corridors which are wider than the minimum required clear exit width. In certain situations it may be possible to utilize space in corridors for other purposes in addition to occupant movement.

**The following are conditions that allow for equipment and materials storage in corridors:**

1. INLOCC approval must be granted prior to the placement of any

item(s) in building corridors, as specified in accordance with this policy.

2. Furniture approved during design or approved by INLOCC which does not contain highly combustible materials such as polyurethane foam, padding and stuffing, is permitted in corridors.
3. Trash and recycling containers shall be permitted to be placed in corridors.

**The following are conditions that must be met before INLOCC will consider approval of equipment and materials storage in corridors:**

1. Equipment and materials shall not be placed within 8 feet of exit doors and stairwell doors.
2. Fire extinguishers, fire alarm pull stations, fire hose connections, fire blanket cabinets, safety showers, AED (Automated External Defibrillator) stations, utility panels and access panels shall be visible, unobstructed and accessible.
3. Corridor placement of books/paper, plastic, cardboard, glassware etc. shall be in enclosed storage cabinets including file drawers. This shall not prevent the posting of information on bulletin boards in corridors.
4. When feasible, acceptable materials and equipment placed in corridors shall be located along one side of the corridor.
5. All equipment and temporarily placed materials in corridors shall be clearly labeled with the owner's name, contact information, and date placed in corridor.
6. Materials may not be placed closer than 18 inches to the bottom of sprinkler heads.
7. Equipment (e.g., vending machines) placed in corridors requiring electrical power shall have a dedicated electrical receptacle nearby. Electrical extension cords are not permitted to be used.
8. If a building will remain in use during renovation and construction activities, the temporary staging of materials related to construction / renovation activities is permitted in corridors as long as the minimum required exit width is provided for building occupants and workers. Under no conditions may items be placed or staged in stairways. After approval by INLOCC, all materials placed in the corridor during the construction project must be removed from the corridor as soon as possible. No materials may remain in the corridor after thirty days following project substantial completion even if the 44 inch minimum width can be provided.

**The following equipment and items are prohibited from corridor storage at all times:**

1. Flammable and combustible liquids
2. Hazardous chemicals
3. Biological hazards
4. Radioactive materials
5. Compressed gas cylinders
6. Cryogenic liquids
7. Equipment operating under either positive or negative pressure, high temperature or high voltage

8. Equipment with exposed machine parts (e.g., unguarded belts, pulleys or gears)
9. Any items not secured which move easily or could fall over and cause an obstruction
10. Furniture or other items that contain highly combustible materials such as polyurethane foam
11. Any item or combination of items in a quantity or configuration that presents a fire or life safety hazard to the public, physically impaired persons or emergency response personnel
12. Any item that has both (1) a protrusion into the corridors walking surface of 4 inches or more and (2) the protrusion is at a height of 27 to 80 inches above the floor
13. Corridor space shall not be utilized to create additional workstations
14. Food preparation appliances including microwave ovens, coffee makers and toasters unless the location (e.g. designated alcove, break area) is permitted by code standards and approved by INLOCC

### **Automated External Defibrillator (AED) and Accessible Areas**

The minimum clear floor or ground space required to accommodate a single, stationary wheelchair and occupant is 30 in by 48 in (760 mm by 1220mm). This clear floor space allows a forward or a parallel approach by a person using a wheelchair. A minimum clear floor space of 30 in by 48 in shall be provided at AEDs, fire alarm pull stations and other operable emergency equipment.

### **Stairwell Usage Restrictions**

In the event of an emergency, stairwells serve as the primary vertical exit path for occupants evacuating the area and emergency personnel arriving to the area. It is critical that stairwells remain clear and unobstructed at all times. No equipment, furniture, or materials is permitted in stairways regardless of combustibility or location within the stairwell, unless a code approved (by INLOCC) enclosure is provided.