

CORRIDOR POLICY

INTRODUCTION

These procedures reflect requirements of all applicable health and safety codes and standards including but not limited to, fire safety, public health, biological safety and radiological safety requirements.



GENERAL REQUIREMENTS

Compliance procedures are based upon the following health, safety and operational objectives:

1. Corridors used for egress must remain free of hazardous materials, equipment, storage, and other materials and debris to assure safety.
2. Hazardous materials and agents must be kept, stored and used within laboratories.
3. Food and drink must remain out of laboratories.
4. Building systems must be accessible for service and maintenance personnel.
5. Researchers need a break area outside of their laboratory to eat and drink that is convenient: some buildings have no break areas.
6. Corridors are not assigned to departments and administrative units; use must not adversely affect safety or put the university at risk of regulatory action.
7. Corridors do not have adequate ventilation to control the heat load generated by equipment and are not designed to provide secondary containment for chemical spills or to control fugitive emissions and odors.
8. In the event of an emergency (fire, hazardous materials, etc.), the fire department requires space to stage and operate in corridors and near stair enclosures.

PROHIBITED ITEMS

The following are considered serious and require immediate action by the responsible department:

1. Any items located within a stairway or stair enclosure
2. Any items that restrict the width of any portion of a corridor to less than 44 inches
3. Any items that obstruct emergency equipment (fire alarm pull stations, sprinklers, fire extinguishers, emergency washing facilities, emergency shut off valves, etc.)
4. Storage or use of hazardous materials (chemicals, biological, and radioactive)
Exception: Non-cryogen freezer/refrigerator or ambient storage of biological agents and PCR (Preliminary chain reaction) kits with enzymes and primer sets in very small quantities, if the freezer/refrigerator is labeled and locked and biological agents are stored in leak proof containers

The following items and processes are not acceptable and must be removed within 30 days after notification:

1. Any item which obstructs electrical panels, access hatches or valves
2. Laboratory processing and similar equipment
Exceptions:
 - o Centrifuges with sealed rotors for BSL-1 and non-infectious materials
 - o Refrigerators and freezers, per item #4 above
 - o Other lab equipment in limited access corridors when the location and use does not jeopardize emergency egress. Case by case approval for biological safety and fire prevention is required
3. Hazardous and biological (infectious) waste
4. Storage or use of compressed gas cylinders and cryogenic dewars
5. Mechanical equipment with exposed/unguarded belts pulleys and gears
6. Any item that produces steam, odors, aerosols
7. Unsecured or poorly secured items which could fall over and cause an injury or obstruction
8. Workstations (typical desk and chair/computer/loose and combustible materials)
9. Overstuffed sofa, futons and similar highly combustible furniture

10. Combustible materials outside enclosed cabinets, including shelving, journals, papers, books, recycle, and boxes
11. Recycle and waste containers except those approved for public areas
12. Equipment and property to be picked up by Surplus (temporary storage)
13. Temporary storage associated with construction (unless specifically planned, designated and authorized)

ALLOWED ITEMS

Examples of items that can be stored in corridors:

1. Seismically secured refrigerators, freezers for non-hazardous storage and food; units for lab related storage must be kept locked. Units must be labeled with name and contact information
2. Seismically secured non-combustible or low combustible filing cabinets and storage cabinets with latching doors (no hazardous materials storage)
3. Low combustible chairs and table for breaks if a break room not available on the floor
4. Low combustible chairs and table for waiting areas, within reason, given space available
5. White boards, bulletin board, art, signs, display cases, and similar wall hung items that are low or noncombustible and occupy a reasonably small percentage of the wall
6. Food, drink, cash and similar vending machines that are secure from tipping
7. Recycle intended for public areas (no "bag-it" or 90 gallon plastic containers)

Conditions for Allowed Items:

1. All items must be located along one side of the corridor and located so that it does not block access

Definitions

Corridor	Public and private circulation paths, elevator lobbies, and similar spaces that are typically 44 inches to 12 feet wide which serve as a required means of egress.
Lab Processing Equipment	centrifuge, incubator, ovens, sterilizer, autoclave, pressure vessel, mixers, shakers, stirrers, hoods, bio-safety cabinets, scintillation, scopes, scales, electronics, lasers, and similar equipment
Hazardous Materials	All chemical, radiological, biological materials and waste
PCR Kits	Preliminary Chain Reaction Kits; Extraction enzymes, primer sets, and similar (very small quantities).
SFD	Seattle Fire Department
Limited Access Corridor	A corridor that is separated from other space with normally closed cross-corridor doors and not frequented by the public.

to panels, emergency equipment or obstruct signage.

2. Allowed use must not obstruct access or visibility of safety equipment, lighting, exit and other signs.
3. Large equipment may not be placed on tables or stacked on top of other equipment.
4. Extension cords are not allowed.
5. Large heavy objects must be adequately secured. Table, chairs and other furnishings must be of low combustibility.
6. Equipment may not reduce required corridor width, typically 44 inches but greater in some cases (confer with EH&S).
7. Maintain clearances as follows:
 - a. Emergency Showers: 24 inches from non-electrical and 60 inches from electrical equipment
 - b. Doors: 18 inches from pull side and 12 inches on the push side from the door latch for accessibility (see ANSI A117.1)
 - c. Fire extinguishers: 18 inches left and right and nothing below
 - d. Ceiling: no closer than 18 inches for fire protection
 - e. Doors from occupied rooms must meet building code swing clearance requirements (At least 37 inches clear in corridor when door fully open). (confer with EH&S)
 - f. Refrigerator/freezer and cabinets door swing need not be considered if normally closed and provided with a latch or lock
 - g. Electrical/Access panels/fountains: Six (6) inches from edge and 3 feet minimum total with for the access panel; nothing allowed above or below

For questions, contact EH&S at 206.543.7262.