PROCEDURE FOR POLICY 1.32 – Building Corridor

1.00 Obstruction of a means of egress

1.01 No person shall at any time place an encumbrance of any kind in a means of egress including public or secondary corridors, fire exits, stairways, landings, aisles, fire escapes, or other exits intended to be used during an emergency.

1.02 No means of egress shall be blocked or obstructed with chairs, tables, equipment, storage, vending machines or other articles that would reduce the exiting width.

1.03 Every means of egress shall be so maintained as to provide free and unobstructed exiting from all parts of the building at all times so as to be available for full instant use in the case of an emergency.

1.04 All exit doors must be useable without keys, access cards, or specialized knowledge. Magnetic locks, and other locking security systems, must release automatically when a fire alarm is sounded, and must be reset manually at a secure location. Exit doors cannot be tied, chained, or otherwise secured in a closed position in a manner that would not allow their use during an emergency.

2.00 Hallways/Corridors

2.01 No person shall place, store or keep any materials of any kind in a hallway. The use of laboratory or office equipment in the hallway is not permitted. Only drinking water fountains, fire suppression equipment, and safety equipment can be installed in hallways.

2.02 Permanently attached lockers, bulletin boards, display cabinets, may be permitted in some locations, subject to the approval of the Division of Facilities Management, Fire Safety, and the Department of Occupational Health and Safety.

3.00 Stair towers/wells

3.01 The storage of any materials on stairs, or in stair towers is strictly forbidden. Items found in these locations will be immediately removed, at the owner's expense.

4.00 Fire Doors

4.01 Fire doors must not be blocked or wedged in the open position. Doors that are held open by automatic release devices which will function when the fire alarm sounds will be allowed.

5.00 Exterior Steps and Walks

5.01 Areas immediately outside of a required fire exit must be maintained free of obstructions, including ice and snow.

6.00 Temporary Obstructions

6.01 If it is necessary to temporarily place equipment, building materials, etc., in a corridor, approval must be obtained from the Fire Safety department.

6.02 A minimum of 107 centimeters of clearance in the corridor must be maintained at all times. If the corridor is located in a high traffic area, more clearance will be required.

6.03 A corridor that contains temporary obstructions must be signed as such at all entrances (stair tower doors, adjoining corridors or tunnels, etc.) to the area.

6.04 A corridor cannot be obstructed for more than 4 days unless approved.

6.05 Temporary obstructions cannot be placed in stair towers, or in a manner that would prevent the use of a designated fire exit.