

<b>Title: Corridor Use Policy</b>	<b>Document No.: FLS-002</b>
	<b>Revision No.: 00    Date: 9/19/03</b>
<b>Document Author: James Guy</b>	<b>Approved By: Joe Raab</b>

- 1.0 **Purpose:** The Corridor Use Policy is intended to provide guidelines for maintaining clear and unobstructed means of egress for occupants of University at Buffalo building and facilities, and maintain compliance with the Fire Code of New York State.
- 2.0 **Scope:** The Corridor Use Policy pertains to all corridors and aisles included as part of a means of egress, and pertains to all University at Buffalo buildings and facilities.
- 3.0 **Applicable Codes & Guidelines:**
- 3.1 The Fire Code of New York State, Chapter 10 Section 1011 & 1004.3.1, Chapter 8, Section 803 & 806.
  - 3.2 OSHA 1910.37 (a) (3)
  - 3.3 University at Buffalo Inventory Services polices on the re-use and disposal of University property.
- 4.0 **Responsibilities:** Responsibility for compliance with this Policy and Procedure shall ultimately rest with the President of the University at Buffalo as cited in Chapter 1 - Section 103 of the Fire Code of New York State. On the individual department level, the Dean, Director or otherwise designated department head, using University at Buffalo facilities, are responsible for compliance with this Policy and Procedure. Further, all occupants of University at Buffalo facilities are responsible for maintaining compliance with this Policy and Procedure in their work areas.
- 5.0 **Definitions:**
- 5.1 Means of Egress – A continuous and unobstructed path of vertical and horizontal egress travel from any point in a building or structure to a public way. A means of egress consists of three separate and distinct parts: the exit access, the exit, and the exit discharge.
  - 5.2 Aisle – That portion of an exit access that leads to a corridor.
- 6.0 **Procedures:**
- 6.1 All corridors and aisles, as components of a required means of egress, shall be maintained clear of obstructions of any kind.
  - 6.2 All corridors and aisles, as components of a required means of egress shall not be used for the storage of materials that contribute to the fire load in that corridor and/or aisle.
  - 6.3 In the event obstructions and/or storage are found in violation this Procedure, the department, Dean, Director or otherwise designated department head shall cause the violations to be corrected.
  - 6.4 Environment, Health & Safety Services shall tag obstructions and/or storage in violation of this Procedure, using a standard notification form. The notification shall identify location, description of the violation, and responsible person and/or department whenever possible. Upon receipt of the notification the responsible person and/or department, shall cause the violation shall be corrected.
  - 6.5 In the event that a responsible person/department cannot be identified, the violation shall be corrected through a standard process recognized by the University at Buffalo Inventory Services, University Facilities and Environment, Health & Safety Services. This process shall include the issuance of a standard notification form from EH&S, a copy of which shall be sent to Inventory Services.
  - 6.6 In the event the obstruction and/or storage poses an immediate life safety threat, EH&S shall cause the violation to be corrected without delay. The process recognized by the University at Buffalo Inventory Services, University Facilities and Environment, Health & Safety Services

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shall be used for this purpose. This process shall include placement of a clearly visible and distinguishable Fire Code Violation Tag on the object and completion of a standard violation notice form.

- 6.7 The item or items removed will be held in an area designated by University Facilities pending final disposition.
- 6.8 In the event the responsible person/department fails to remove the violation within a time agreed upon by the responsible person/department and EH&S, EH&S shall cause the violation to be removed as per this Section.
- 6.9 In all instances of property removal under this Section, a notice of such action shall be sent to the Office of the Provost.
- 6.10 The Notice of Violation used in this Policy shall be a three-part form with a distribution as follows: Original (white) - EH&S; Copy 1 (yellow) - department in violation; Copy 2 (card) - attached to the object.
- 6.11 The Fire Code Violation Removal Tag used as described above shall be self-adhering and bright green in color.

**7.0 Document Management:**

- 7.1 This procedure shall be reviewed annually, or as changes require.

**8.0 Associated Documents:**

- 8.1 *Campus Commitment to Safety*, University at Buffalo, Office of the Provost, Office of the Senior Vice President, April 3, 2001.
- 8.2 University at Buffalo Inventory Services' "Declaration of Excess/Surplus Assets"; and "Request for Disposal"
- 8.3 University Facilities Office of Space Planning "Renovation Policy & Procedure"
- 8.4 EH&S Form "Fire Code Violation Removal Tag"

**9.0 Document Revision History:**

Revision	Section(s) Changed	Change(s) Made:	Date
00			