

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 75.06, Corridor Storage

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide guidance and policy on the use of corridor space.

REVIEW: This HSC OP will be reviewed on November 1 of each even-numbered year (ENY) by the Senior Director of Safety Services and the Director of General Services, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services by December 1.

### POLICY/PROCEDURE:

1. Backg round. As departments and programs continue to expand, storage space becomes more limited. Consequently, material, furniture and equipment tend to migrate to corridors. This potentially creates an egress

be placed in the corridors. The disposing department shall arrange for pick-up of items or dispose of properly. The TTUHSC Fire Marshal is charged with the responsibility of ensuring adherence to the intent expressed in the Life Safety Code through inspections of all public corridors. The Fire Marshal will identify violations of the Life Safety Code, notify the owner, and allow up to 10 business days for removal of materials. If ownership of corridor articles cannot be established, or owners fail to remove articles within the given time frame, the TTUHSC Fire Marshal shall instruct General Services to remove said items and dispose of them in accordance with governing policies.

Note: Any situation causing an imminent hazard regarding egress will be considered a priority for correction and the process will be expedited as necessary. The Fire Marshal shall be notified by department(s) of temporary storage caused by construction or relocation, and must specify type, quantity of items, anticipated length of time, and the reason for corridor use. Beyond any temporary storage that has been coordinated between department(s), TTUHSC Fire Marshal, and TTUHSC Facilities, **NO OTHER ITEMS WILL BE ALLOWED TO BE STORED IN ANY CORRIDOR.**

5. Requests for Additional Space. Departments may petition the Institutional Space Committee for additional space. Copies of the department requests to a Space Committee will be forwarded to the Fire Marshal, as appropriate, for compliance review.