



### General

In order to ensure safe and efficient building evacuation and circulation, obstructions must be minimized and clearance must be maintained along egress corridors and evacuation routes, in accordance with building and fire codes as interpreted by local code officials.

### Policy

Fire and building codes require building corridors and hallways be kept clear to accommodate emergency and everyday use. Corridor width is based on code calculations. Furniture and equipment such as chairs, desks, tables, lab equipment (including refrigerators), boxes and storage equipment, shelf units, and other non-approved items shall not be used or stored in hallways.

The following **exceptions** may apply:

- Enclosed display cases protruding not more than twelve (12) inches into building corridor and affixed to corridor wall. These are conforming display cases.
- Reviewed and approved non-conforming display cases.
- Reviewed and approved appliances.
- Reviewed and approved non-combustible recycling and trash receptacles.
- Other exceptions as approved.

### Campus Emphasis Program

A new emphasis program was initiated in March of 2009. Initial review of non-conforming building hallways will be done after notification to building occupants, detailing a grace period to remove items. At the end of the grace period, the steps outlined below will start.

### Program Administration

This program is administered by OSU Environmental Health and Safety (EH&S) and OSU Business Services. Review and approval is on a case by case basis. Approved hallway items shall at all times display a **hallway display identifier (HDID)** (tag, sticker, or similar marking) and may remain in building corridors. HDID tags may be placed in an inconspicuous location on the item but must not be obstructed from public view. Arrangements shall be made for non-obstructive, temporary hallway storage during emergency or urgent maintenance situations for up to 48 hours. Notify OSU EH&S at 541-737-2273 during these instances.

Non-approved and non-conforming items found in hallways shall be marked by OSU EH&S with a **removal identifier (RID)**. EH&S and/or Surplus Property will provide AT LEAST three (3) business days from time of RID tagging before removing tagged items. RID tags will be displayed in a prominent location on the item to alert department personnel of impending removal. Dates by which objects must be removed will be displayed on RID tags. Removal fees will apply for removal of items. Fees for items not traceable to distinct department(s) will be split by Surplus Property between vicinity departments. Questions about removing non-surplus items from hallways can be directed to EH&S at 541-737-2273. Electronic equipment such as computers, computer displays, peripheral devices, lab equipment, and other electronics contain heavy metals and other hazardous substances. These items should NEVER be placed in trash receptacles. All unwanted property, functional or not, should be sent to Surplus Property at 737-7347 for proper disposal.

### Process for Approving Exceptions

Department heads or his/her designee will notify OSU EH&S at 541-737-2273 with proposals to install or place on a permanent basis a non-conforming item into a building corridor. Review will be conducted within 10 business days and approval may be subject to conditions.

#### Contact EHS:

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oregonstate.edu/ehs/  
541 • 737 • 2273