Door Stop Guidelines

Messiah College strives to provide a safe environment for our staff, students, and faculty. The following guidelines have been developed due to fire and smoke related concerns associated with doors being manually propped open with wood wedges and other items to prevent the automatic closure of the doors. It is important that anyone on our campus who needs to use a wedge, or other means, to manually hold open a door clearly understands the requirements of these guidelines and adheres to them at all times.

The College is required by Federal Regulation and Insurance Regulation to assure that the minimum requirement of the National Fire Protection Association, The International Fire Code and the Occupational Safety and Health Administration Regulations are upheld, and understood by the occupants of our facilities. Our guidelines are as follows:

1. Only prop a door as needed in the area where work is currently being performed. Remove the wedge when you vacate the area. Door wedges will be labeled with the room number.

2. All employee offices should have a wedge assigned to them for use only when the room is occupied. Remove the wedge when you leave the office. The door wedge will be labeled with the office room number and building location.

3. During visitation hours with the opposite sex, residence hall rooms must be propped open with a door wedge. Each student is responsible for the door wedge assigned to that room. Only use the door wedge when the room is occupied. Each door wedge will be labeled with a room number and Residence Hall.

4. Remove any wedge(s) from the door immediately upon activation of the fire alarm system in the building.

5. Always place the wedge at the bottom of the door. Never use a wedge to prop open a door from the hinged side, as this often damages or bends the hinges.

6. Disabling door closers by adjusting controls or by removing parts (such as closer arms, screws, etc.) to prevent the automatic closing of doors is strictly prohibited and is in violation of fire codes.

Please direct any questions concerning these guidelines to Hilary Kreider, Messiah College Environmental Health and Safety Manager, at extension 3560.

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