

Door Stop Guidelines

Messiah University 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 University is required by Federal and Insurance Regulations to assure that the minimum requirement of the National Fire Protection Association (NFPA), The International Fire Code (IFC), and the Occupational Safety and Health Administration Regulations (OSHA) are upheld, and understood by the occupants of our facilities.

Our campus guidelines are as follows:

1. Wedges may not be used to prop exterior access doors.
2. Wedges should never be used to prop fire doors.
Fire doors are specially designed to slow and control the spread of a potential fire throughout a building. Some fire doors are built with electromagnetic door holders that are wired into the fire alarm system. When the fire alarm system is activated, these electromagnetic door holders automatically release the fire doors so that they can close and prevent the fire from spreading. While some doors do have this feature, the majority of the fire doors on campus are not equipped with these automatic electromagnetic door holders. Fire doors can be identified by checking the inside edge of the door (where the hinges connect to the door frame, usually between the top and center hinges) and looking for a small label with information that identifies the door as a fire door and specifies the fire-rating of the door. The door frame will sometimes have this label as well.
3. Interior doors may only be propped when necessary to complete work assignments or to be in compliance with other university policies (*i.e.* visitation).
4. Door wedges, and any other form of door stopper, are to be approved by the Fire & Safety Systems Coordinator. Wedges are labeled for specific rooms and may not be removed from the assigned room. If an individual is responsible for a particular room or area, they are also responsible for the door wedge in that room or area as well. People responsible for a room/door wedge include (but are not limited to) the following examples:
 - The residents or primary inhabitants of a dorm room, apartment, or office. Responsibilities include not loaning out the door wedge that is

assigned to your room or office for use elsewhere, not leaving the wedge in the door when you leave the room, etc.

- In common rooms (such as classrooms, labs, lounges, etc.), the responsible person(s) will be those individuals working in or occupying the room at the time.
5. Door wedges may only be used when the room is occupied. Wedges must be removed when no one is present, regardless of the duration of the absence.
 6. 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 causes damage to the door.
 7. Remove any wedge(s) from the door immediately upon activation of the fire alarm system in the building.
 8. Tampering with any door hardware to prevent the door's closure and secure latching is strictly prohibited and is in violation of fire codes.

Please direct any questions or concerns relating to these guidelines to the Fire & Safety Systems Coordinator.