

Messiah College
Storage in Halls, Corridors, and Stairwells Policy
Policy and Procedure

Policy: In accordance with Occupational Safety and Health Association (OSHA 29 CFR 1910) and National Fire Protection Association (NFPA 101) regulations, no storage will be permitted in hallways, corridors, or stairwells.

Objectives: To establish procedures for maintaining safe means of egresses.

Equipment: Tag for Property removal

Procedure: All faculty and staff are responsible for keeping the halls, corridors, and stairwells free from storage. If the College is fined for code violations, the Department responsible for the violation will be responsible for paying the fine.

Attachment: Warning letter of improper storage

Responsibility

Action

Faculty/Staff

- 1 Keep all halls, corridors, and stairwells free from storage/obstructions.
- 2 Responsible for removing items immediately; otherwise Facilities Services will remove and dispose of the items within 3 days of notification.

Environmental Health and Safety

- 1 Ongoing inspection of halls, corridors, and stairwells for improper storage.
- 2 Accompany the township Fire Marshall on all inspections.
- 3 Issue a letter/warning (for the first offense) to the person and Supervisor responsible for storing items in halls/corridors/stairwells.
- 4 After the first offense, a second letter of violation will be issued to the person, Supervisor, and Dean for improper

storage.

- 5 Issue the final (third offense) to the person, Supervisor, Dean, VP/Provost, and HR, for improper storage.
- 6 Monitor the removal of all items in a timely manner.

Facilities Services Department

- 1 Report incidents of improper storage to EH&S.
- 2 Respond to work orders to remove storage within three working days.

Departments and Building Supervisors

- 1 Maintain all corridors, hallways, and stairwells free of obstructions.
- 2 Contact EH&S before placement of any items in corridors, hallways, and stairwells.
- 3 Contact EH&S to report any items blocking egress.
- 4 Make arrangements to remove all improperly stored items identified by EH&S.
- 5 Dispose of all materials in a timely and safe manner.
- 6 Remove item from inventory records, if required.

___ Approved ___ Reviewed ___ Revised

Kim S. Phipps

 Kim S. Phipps, President Date

Randy Basinger 3/25/10

 Randy Basinger, Provost Date

John Chopka 5/19/10

 John Chopka, VP Enrollment Management Date

Amanda Coffey

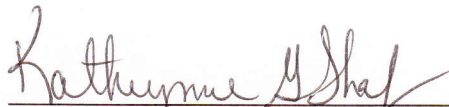
 Amanda Coffey, Dir. Human Resources Date

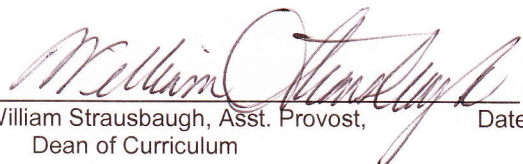
Barry Goodling 5/18/10

 Barry Goodling, VP Advancement Date

Kris Hansen-Kieffer 5/19/10

 Kris Hansen-Kieffer, Vice-Provost,
 Dean of Students Date


Kathrynne G. Shafer, VP Operations _____ Date


William Strausbaugh, Asst. Provost,
Dean of Curriculum _____ Date


Lois Voigt, VP Finance _____ Date

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents and adhere to standards".

Attachment A

To Whom It May Concern:

Items were found stored in (name of hallway/stairwell) in (name of Building). Please remove these items immediately or they will be removed by Facilities Services by (enter date, a week from date of sending letter).

Attached is the Campus policy for storing items in hallways and stairwells. This policy is in accordance with OSHA and NFPA regulations.

If you have any questions, please contact me at extension 3560.

Thank You
Hilary Kreider