



WPI Safety Rules for Hallways, Storage, and Egress Compliance

Policy Statement:

Worcester Polytechnic Institute (WPI) owns, operates, and maintains a number of residential, administrative, and research buildings which may, in the event of an emergency, require occupants to quickly and safely evacuate. Maintaining clean hallways that are free from obstruction is of the utmost importance and is required by Fire Safety and Life Safety Code. In addition, clean and uncluttered hallways allow Facilities Management to properly clean floors, control pests, and maintain the intended aesthetics of the space.

Building occupants are responsible for keeping individual areas clean, neat, and organized at all times in accordance with the following requirements:

Hallways that are 6 feet wide or less must be free from ALL obstruction. Only equipment or materials essential to the intended operations of the building or designed into the building layout is allowed in hallways. Some examples of the type of materials allowed to be stored in hallways include;

- Reception areas with seating,
- Facilities Management (FM) recycling bins, trash cans, etc.,
- Water Fountains installed as part of the building plumbing system,
- Emergency equipment such as fire extinguishers, first aid kits, spill supplies, etc.
- Ice machines, soda machines, and other equipment designed into the layout of the building to support occupants and approved for use by FM,
- Display cases.

Examples of equipment and materials that shall not be permitted in the hallways include, but may not be limited to:

- Flammable liquids, compressed gas, or other hazardous materials,
- Break areas and seating not specifically designed into the building layout,
- File cabinets or book shelves,
- Surplus equipment,
- Bicycles, and other personal equipment or supplies,
- Excessive postings on the wall (e.g., more than 20% of wall area).

Hallways that are 6 feet or wider must maintain a 6 foot clearance and shall not store flammable liquids or combustible materials (wood, paper, fabrics, etc.) unless a specific part of the building layout or essential operations, as described below;

- Reception areas with seating,
- Facilities Management (FM) recycling bins, trash cans, etc.,
- Water Fountains installed as part of the building plumbing system,
- Emergency equipment such as fire extinguishers, first aid kits, spill supplies, etc.



- Ice machines, soda machines, and other equipment designed into the layout of the building to support occupants and approved for use by FM,
- Display cases.

Storage of Combustible Materials is not permitted in any of the following locations:

- Stairways,
- Sprinkler Rooms,
- Mechanical or Utility Rooms,
- Unfinished basements, or
- Attics.

Enforcement:

Facilities Management, Environmental Health & Safety, and Campus Police staff will conduct periodic fire safety checks within each building and have the authority to require the removal of all equipment blocking egress. Equipment that is not authorized to be stored in hallways may be removed by Facilities Management, EHS, or Campus Police staff and stored/disposed of at the owner's or Department's expense.