

## Overview

Storage in the public egress corridors of all Weill Cornell Medicine (WCM) buildings is restricted to ensure clear and safe passage in the event of a fire or other emergency. A safe and clear means of egress facilitates the evacuation of building occupants, as well as providing safe passage for emergency response personnel to affected areas. Since limited storage space is available, every effort should be made to identify ways to reduce storage space requirements including: reducing inventory, increasing delivery frequencies, creating electronic files, and purging outdated files and supplies.

## Applicability

This Update applies to all WCM owned and leased space. The storage restrictions and clearance requirements identified in this Update go into effect immediately and apply to all items currently stored in the corridors and pathways.

## Responsibilities

### ALL PERSONNEL

- Ensure the storage restrictions and clearance requirements specified in this Update are maintained and contact EHS for assistance or clarification prior placing any item in a corridor.
- Contact EHS if restricted or unauthorized materials are observed in a corridor or egress pathway.

### DEPARTMENTS

Ensure their areas are maintained in accordance with this Update.

### ENVIRONMENTAL HEALTH AND SAFETY (EHS)

- Inspects WCM egress corridors and pathways and notifies the responsible person and/or Department when items are not in compliance with this Update
- Provides assistance and training as needed.

### ENGINEERING AND MAINTENANCE (E&M)

- Ensures the installation of electrical outlets and other utilities in egress corridors and pathways are compliant with this Update.
- Assists EHS in the removal and disposal of abandoned materials improperly stored in egress corridors and pathways.
- Ensures their contractors maintain their equipment and supplies in accordance with this Update.

### WCM HOUSEKEEPING SERVICES

- Collects all trash, red bags, and other refuse materials from within the offices, laboratories, and other locations.
- Stores and transports collected waste materials while in the public corridors in a manner consistent with this Update.

### CAPITAL PLANNING

- Incorporate effective design specifications for adequate storage within all newly renovated or newly constructed spaces to avoid the use of corridors for storage.
- Ensure proper egress clearance is maintained for projects which impact active egress paths.
- Ensure their contractors maintain their equipment and supplies in accordance with this Update.





## Procedure

In every building or structure, exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts.

## STAIRS

The storage of any equipment or materials in stairwells is prohibited.

## PUBLIC CORRIDORS

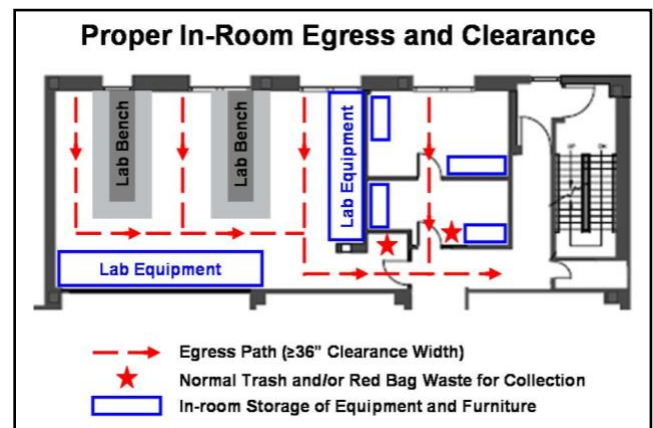
Public corridors shall be kept readily accessible and unobstructed at all times to ensure safe egress. No equipment or materials shall be placed or stored in public corridors without EHS approval.

- Placing normal trash (e.g., trash bags, boxes), bulk trash, or red bag or other waste in public corridors is prohibited. These items must remain inside the room or laboratory prior to collection. Contact WCM Housekeeping or other building management for assistance with trash removal services.
- Computers and other surplus electronics for recycling may not be stored in the public egress corridor. Refer to the Surplus Electronics Recycling procedure for proper storage and recycling information.

## IN-ROOM EXIT ACCESS AND PATHWAYS

In-room egress pathways allow for safe passage out of the room in the event of an emergency; pathways and access to exits shall be maintained free of obstructions at all times.

- Exit access** shall be maintained free of obstructions at all times. Exit access begins at the furthest occupied point in a room and ends at the entrance to an exit.
- Hangings and draperies** shall not be placed over exit doors or otherwise be located where they will conceal or obstruct an exit. Laboratories, offices, maintenance shops, and other rooms must maintain access to the exit door(s) at all times.
- In-room storage** must not obstruct safety showers, eye wash stations, fire extinguishers, exit doors, fire alarm pull stations, electrical panels, or any other building safety feature.



## RESIDENTIAL / APARTMENT BUILDING HALLWAYS (LASDON HOUSE, OLIN HALL, SOUTHTOWN, STAHL HOUSE, THE HOUSE AT CORNELL TECH, AND 77<sup>TH</sup> ST)

### Guidelines for the Storage of Combustible Materials in Apartment Building Hallways

The following guidelines pertain to the storage of combustible materials in apartment building hallways. These guidelines have been issued by the New York City Fire (FDNY) and the FDNY retains discretion to prohibit and direct removal of any combustible hallway furnishing allowed by these interim guidelines that by virtue of its size, materials, or location presents an undue fire safety hazard.

- Personal property** – Personal property (such as bicycles, baby carriages, and clothing) may not be stored in apartment building hallways. All such items must be stored in lawful closets or other storage areas or in dwelling units.
- Household garbage** – Household garbage, including trash cans and recycling containers, may not be stored in apartment building hallways. All such items must be stored in compactor rooms or other lawful storage areas.
- Draperies, area rugs, and decorative greens** – Draperies, area rugs, and decorative greens must be installed and maintained in compliance with the requirements of FC Chapter 8. Draperies, area rugs, and decorative greens must be noncombustible or properly flame-proofed, installed, and maintained in accordance with the FDNY. Christmas trees, other conifers, and wreaths made of conifers are prohibited in residential building hallways.
- Doormats** – The Fire Department discourages the use of doormats in apartment building hallways and encourages their placement inside dwelling units. Doormats are commonly manufactured of combustible or highly combustible material and typically are not flame-proofed. Doormats also present potential tripping hazards in a location meant to serve as a means of egress. However, in the exercise of its enforcement discretion, the Fire Department will issue violations and direct the removal of doormats only where their size, materials, or location present an undue fire safety or tripping hazard.



### CORRIDOR AND EGRESS MONITORING PROCEDURES

EHS personnel will periodically inspect egress corridors and pathways. Items stored which violate these storage restrictions and clearance requirements will be addressed as follows:

1. **Contact Owner** – EHS personnel will attempt to contact the owner or responsible Department. If the owner cannot be identified, the equipment/items will be tagged with a removal notice.
2. **Relocate** – Hazardous materials and items that significantly decrease corridor widths below the required minimum clearance must be relocated immediately. All other equipment or items must be relocated/moved within one week.
3. **Remove/Discard** – If the items are not relocated within the specified timeframes, the items will be removed and discarded by EHS and/or Engineering & Maintenance.

### References

- New York City Fire Code FC 1027
- New York City Building Code – (2014)