



Guidance Note

May 2007

Moving on Campus

HWG-035

This information is for your use and as a way of providing consistent information. There is no response required.

Moving on Campus

As you plan your move on the Health Sciences Center Campuses, Environmental Health and Safety (EH&S) would like you to know that we are available for guidance and assistance. In addition to the guidelines listed below, our web-site contains information that you will find valuable. You are always welcome to phone us for direct consultation at 303-724-0345, and you can also access our web site at www.uchsc.edu/safety/

EH&S Guidelines

- ◆ Both campuses have fire and life-safety standards that are strictly enforced. Beyond those standards, each building has a policy for hallway storage. Prior to placing anything in a hallway, please contact the Fire and Life Safety Officer.

Anschutz Medical Campus tenants must be aware that NO hallway storage is allowed in any building. Depending on the configuration of the suite, a limited number of chairs and small tables may be permitted in the hallway, however only after consultation with the Fire and Life Safety Officer and getting approval of the building administrator.

- ◆ If the building is equipped with a fire sprinkler system, no storage or objects are allowed within 18 inches of the sprinkler head.
- ◆ A minimum of 36 inches clearance is needed to access any space. This allows for easy access and egress, and it meets the Americans with Disabilities Act (ADA) guidelines. Occasionally, space limitations within certain areas will not allow for the full 36 inches of clearance. If those areas are restricted to non-ADA personnel less space for movement may be granted however, in no case will aisles or entry to any work area be less than 24 inches (as mandated by the Uniform Fire Code). Please consult with the Fire and Life Safety Officer for these less than ideal spaces.
- ◆ Fire extinguishers will be found in hallway fire cabinets (or mounted on the wall in some cases). Offices and low hazard spaces are not required to have additional units however, laboratories must have an ABC dry chemical (10 lb.) unit mounted at or near the entrance to the lab. Contact the Facilities Operations Department (303-724-1777) for information on how to submit a job request.
- ◆ Modifications of assigned spaces are not allowed, unless the changes meet fire and building codes. Prior to modifications, contact EH&S. A building permit and a Certificate of Occupancy are required prior to use of the space for any purpose.

- ◆ If laboratory items are to be moved to new areas, they must be environmentally cleared (“green-tagged”) prior to the move. Contact EH&S at 4-0345 for assistance or questions related to this program.
- ◆ Laboratory chemicals that are transported between campuses or across public roads must be transported in a manner that meets the Federal Department of Transportation (DOT) regulations. Chemicals transported within the same building (or between buildings on the same campus) may not be moved without prior approval from EH&S. Please contact the EH&S Hazardous Materials Manager at 4-0294 for suggestions and guidance.
- ◆ Infectious materials must be transported in a manner that meets the Federal Department of Transportation regulations. Infectious materials transported within the same building (or between buildings on the same campus) may be moved with appropriate secondary containment. If infectious materials are to be moved between campuses, please contact the EH&S Biosafety Office at 4-0235 for further assistance.
- ◆ Laboratory personnel are prohibited from moving Radioactive Materials between campuses or across public roads. Please contact the Radiation Safety Officer at 4-0234 for guidance.