

POLICY RELATING TO THE USE OF THE SCIENCE & ENGINEERING BUILDING SERVICE HALLWAYS

I. INTRODUCTION:

The Science and Engineering Building (SEB) floor plan includes service hallways which transect the “wet” side of the building. The purpose of the service hallways is to provide an environment for storage and equipment placement while maintaining safe and unobstructed movement of people, particularly during emergencies. It has been designed to be a secured area while also providing space for storage and equipment placement, particularly of support equipment (e.g., freezers, refrigerators, ovens, etc.) that would otherwise occupy valuable laboratory space. The service hallway has many fixtures already in place which readily support the activities of the adjoining laboratories, some of which include cabinets, compressed gas cylinder racks, compressed gas stubs, exhaust stubs, and wire molding.

II. DEFINITIONS:

SERVICE HALLWAY: The hallways that bisect the lab areas on the wet side of the building, specifically space numbers 1120, 1147, 1148, 2145, 3145, and 4145.

WET SIDE: Region of building West of the central atrium which houses the infrastructure for the physical sciences and engineering that require use of fume hood, test tubes, processed chilled water, etc. In contrast the East region of the building is referred to as the “Dry Side” and supports computational disciplines.

FIXTURE: Something securely fixed in place or attached as a permanent appendage, apparatus, or appliance to the building.

III. POLICY:

A) Circulation:

The Service Hallway is an area designed for storage and support equipment placement but is ultimately a shared research circulation space between multiple labs and therefore must accommodate the following:

- 1.) Life Safety Code: Fire Code Regulations prescribe that corridors and other access to exits, such as hallways and other circulation space, be maintained free from obstructions.
- 2.) Maintenance: Routine cleaning, access to utilities and servicing of equipment cannot be compromised by the location and use of equipment.

3.) Aesthetics: The appearance of hallways and other circulation space affects the working environment as well as the public and professional perception of the University, and so cannot be unduly compromised.

B) Placement of Equipment:

Typically, hallways are un-assignable space. With regards to the Science & Engineering Building the service hallway space adjacent to each lab is assignable to that lab group and must accommodate the following:

- 1.) The assignable Service Hallway area includes the length of the lab, up to 36 inches from the adjoining lab wall. If a neighboring lab does not need the wall space it can be assigned to another lab group, preferably a group with direct access to the service hallway in question.
- 2.) Equipment placed in the service hallway assigned space must allow unobstructed access to all electrical panels and lighting control switches.
- 3.) Equipment placed in the service hallway must comply with all ADA regulations. When placing equipment on the hinge side, the doorway shall be allowed to open at least 90 degrees, or a greater angle to allow the doorway to have a minimum clear opening of 32 inches, measured between the face of the door and the opposite stop. When placing equipment on the handle side a minimum maneuvering clearance of 18 inches must be maintained from the door stop.
- 4.) Items placed within the Service Hallways are subject to review for suitability. Any item that may be deemed inappropriate shall be reviewed by the SEB Steering Committee for their recommendation.

C) Installed Support Equipment:

The SEB has support areas located at the East end of each service hall on floors 2, 3, and 4. This area includes an Autoclave, Wash Basin, and Ice Machine.

- 1.) **Autoclave:** An autoclave is a commonly used piece of equipment in biological laboratories. Autoclaves pose many hazards including physical hazards (e.g. heat, steam and pressure) and biological hazards. All autoclave users **MUST** be trained prior to autoclave use through the SEB Administration office.
- 2.) **Wash Basin:** The wash station is a communal area for all SEB occupants to use. It is important to clean up after yourself in order to preserve the wash station and provide unobstructed use for other occupants. Please do not leave items or trash in the sink, Rinse the sink to

clean and wash away any debris, Do not leave any items lying on the counter, Neatly organize items in a corner or on a shelf that are for continued use, Confirm that the wash station is in the same or better condition than when your work began.

- 3.) **Ice Machine:** A flaker ice machine capable of 200 pound of production per day is provided. The ice should only be used for research purposes and not for ice which may come in contact with food or beverage. Please return the ice scoop to the top of the unit when finished.

D) Placement of Fixtures:

Normally fixtures are not placed in hallways or other circulation spaces. In exceptional circumstances, fixtures may be considered for placement within the SEB Service Hallways, subject to the following procedures:

- 1.) Application for use of such space is to be made in writing, by the Principal Investigator or other appropriate administrative authority to the SEB Assistant Director. The application shall then be reviewed and forwarded by that person to the SEB Director.
- 2.) If an exception appears warranted, then a Review Committee composed of the SEB Assistant Director of Research Facilities, the Assistant Director of Planning and Construction, and Director of Risk Management and Safety, shall consider the application and make a recommendation to the SEB Director. The SEB Director shall then prepare a recommendation in accordance with the general guidelines of public safety, conformance with all relevant building and fire codes, building maintenance, and aesthetics.
- 3.) Approved applications are subject to ongoing assessment by the SEB Administration to ensure compliance. The space itself shall remain under the jurisdiction of the SEB Administration. All approvals are conditional and carry no permanent or continuing commitment.
- 4.) Only those items originally identified and subsequently approved may occupy service hallway space. At any time that a fixture is replaced or modified, the allocation of space becomes null and void and reapplication is required.

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Authority: SEB Committee