
















QUICK REFERENCE PAGE INDEX:






CATEGORY/VIOLATION	PAGE	CATEGORY/VIOLATION	PAGE
AISLE WIDTH	6	FIRE/SMOKE WALL PENETRATIONS	7
CANDLES	12	FLOOR PENETRATIONS	7
CARPETS	12	FURNISHINGS	11
CEILING TILE	11	GAS CYLINDERS	11
DAMAGED APPLIANCES	4	GAS EMERGENCY CUT-OFF VALVES	8
DECORATIONS	12	GASOLINE EQUIPEMENT/VEHICLES	12
DOORS BLOCKED	6	GFCI OUTLET	3
DOORS CHOCKED	6	GLASS/SHARP DISPOSAL	14
DOORS CLOSE & LATCH	7	HOT WORK	13
DOORS CUT/REMOVED	7	HOTPLATES	13
DRAPERIES/CURTAINS	12	JUNCTION BOX COVERS	6
ELECTRICAL PANEL BLOCKED	5	MOLD	13
ELECTRICAL PANEL COVERS	5	MULTI-PLUG OUTLET EXTENDERS	2
ELECTRICAL PANEL LABELING	5	NEEDLE DISPOSAL	14
ELECTRICAL PANEL VOIDS	5	OUTLET COVERS	4
EMERGENCY LIGHTS	8	PORTABLE HEATERS	4
EMERGENCY PLANS	11	ROOM OCCUPANT LIMITS	13
EQUIPMENT POWER CORDS	4	SAFETY SHOWER	8
EQUIPMENT PLUG GROUND	4	SMOKING	13
EXIT CORRIDORS	6	SPRINKLER HEADS	10
EXIT SIGNS	8	STORAGE EXCESSIVE	2
EXTENSION CORDS	2	STORAGE IMPROPER	2
EYEWASH STATIONS	8	STORAGE TOO HIGH	2
FIRE ALARM AUDIBLES/VISUALS	9	SURGE PROTECTORS, POWER STRIPS	3
FIRE ALARM PULL STATIONS	9	TRIP HAZARDS	14
FIRE ALARM SMOKE DETECTORS	9	WET FLOORS	14
FIRE EXTINGUISHERS	9	WHO TO CALL	15
FIRE/SMOKE WALL LABELING	7		







CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE	
<u>STORAGE</u>			
STORAGE TOO HIGH	Storage is not to be stacked so high as to be closer than 18 inches below a sprinkler head.		NFPA 13 8.5.6.1
EXCESSIVE STORAGE	Combustible storage may not be excessive in any area of the building that is not specifically designed as a storage room.		NFPA 101 39-3.2.1
IMPROPER STORAGE	Storage is not allowed in stairways, under stairs or near electrical equipment or any ignition/flame source.		NFPA 101 7.1.3.2.3
<u>ELECTRICAL OPERATIONS</u>			
EXTENSION CORDS	Extension cords are not allowed for more than eight hours use. You have the following options: 1. Move the equipment closer to an existing outlet. 2. Purchase a surge protector to replace the existing cord. 3. Submit a Facilities Management IDR to have additional outlets installed.		NFPA 70 400.8 AU P&P 4.4.01
MULTI-PLUG OUTLET EXTENDERS	Outlet extenders that increase the number of outlets without circuit breaker protection are not allowed.		State Req. AU P&P 4.4.01






CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)		REFERENCE
MULTI-PLUG POWER STRIPS, ON FLOOR	<p>UL-Listed multi-plug power strip devices with a circuit breaker protection may be utilized on electrical equipment provided they are installed and used properly. Units must be 8 inches from the floor and six feet from a sink or basin. This state requirement is to reduce the risk of physical damage to the equipment.</p>		<p>NFPA 70 400.7C</p>
	<p>NOTE: A surge protector may not be used with any other extension cords or multi-outlet plug equipment.</p>		<p>AU P&P 4.4.01</p>
MULTI-PLUG POWER STRIPS, IMPROPER USE	<p>A multi-plug power strip may not be used with any other extension cords or multi-outlet plug equipment.</p>		
SURGE PROTECTORS, ON FLOOR	<p>UL-Listed surge protector devices may be utilized on electrical equipment provided they are installed and used properly. Units must be 8 inches from the floor, permanently affixed, and six feet from a sink or basin. This state requirement is to reduce the risk of physical damage to the equipment.</p>		
GROUND FAULT CIRCUIT INTERRUPTER (GFCI) OUTLET	<p>Electrical outlets within 6 feet of a sink or basin are required to have a GFCI-type outlet. A Facilities Management IDR should be submitted.</p>		<p>NFPA 70 210.8B4</p>





CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE	
<p>OUTLET COVER MISSING</p>	<p>All missing outlet covers must be replaced.</p>		<p>NFPA 70 406.5</p>
<p><u>ELECTRICAL EQUIPMENT</u></p>			
<p>DAMAGED APPLIANCES</p>	<p>Any equipment or appliances, owned by AU or an employee; not working properly should be placed out of service immediately. The equipment must be repaired or plans made for the removal of the equipment from the building.</p>		<p>General Safety AU 4.4.01 P&P</p>
<p>POWER CORDS</p>	<p>Any equipment with a frayed or damaged power cord should not be used.</p>		<p>NFPA 70 110.3</p>
<p>PLUG GROUND</p>	<p>Equipment plugs missing the third tip grounding prong should be repaired.</p>		<p>NFPA 70 110.3</p>
<p>PORTABLE HEATERS</p>	<p>Portable heaters are not allowed in health care or dormitory buildings. The type allowed in campus buildings are regulated by AU P&P 4.4.01.</p>		<p>NFPA 101 19.7.8</p>




CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE	
<p>ELECTRICAL PANELS VOID</p>	<p>Electrical panels are not allowed to have voids or open spaces.</p>		<p>NFPA 70 110.12A</p>
<p>ELECTRICAL PANELS LABELING</p>	<p>All electrical panels are required to be labeled with a notation for each breaker.</p>		<p>NFPA 70 110.22</p>
<p>ELECTRICAL PANELS BLOCKED</p>	<p>Electrical panels may not be covered or blocked. A clear access area of 36 inches is required around all panels.</p>		<p>NFPA 70 110.26</p>
<p>ELECTRICAL PANELS COVER</p>	<p>All electrical panel covers must be kept in place. Any missing or improper covers should be replaced.</p>		<p>NFPA 70 314.28C</p>

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE	
JUNCTION BOX COVER	All junction box covers must be kept in place. Any missing or improper covers should be replaced.		NFPA 70 314.28C
<u>EXITS</u>			
CORRIDORS	All corridors are required to be kept clear and unobstructed at all times.		NFPA 101 7.1.3.2.3 AU BAFO
AISLE WIDTH ALL AREAS	A clear aisle width of 36 inches (minimum) should be maintained in all areas at all times.		NFPA 101 7.3.4.1
<u>DOORS</u> (FIRE, SMOKE, STAIRWELL, CORRIDOR)			
BLOCKED	These doors should never be blocked by equipment or storage for immediate use.		NFPA 101 8.2.4.3.5
CHOCKED	These doors should not be held open with a manual chock.		NFPA 101 8.2.4.3.5






CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE	
CUT/REMOVED	These doors should not be cut, penetrated or removed without prior approval.		General Safety
CLOSE	Many doors must close automatically. When a door does not function properly, a maintenance request should be submitted.		NFPA 101 7.2.1
LATCH	Many doors must latch automatically. When a door does not function properly, a maintenance request should be submitted.		NFPA 101 7.2.1
<u>RATED WALLS/FLOORS</u>			
PENETRATIONS	All rated walls are required to be solid with no open penetrations. All openings must be sealed properly.		NFPA 101 8.2.3.2.3.1
LABELING	All rated walls are required to be appropriately labeled on both sides.		NFPA 101 8.2.2.4
FLOORS	Open penetrations from floor to floor are not allowed. All openings must be sealed properly.		NFPA 101 8.2.5.4






CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE	
<u>EMERGENCY EQUIPMENT</u>			
EXIT SIGNS	Lighted exit signs are required for direction to all exits and must be in operation continuously.		NFPA 101 7.10
EMERGENCY LIGHT UNITS	Emergency lighting is required but some areas will have wall-mounted units with battery back-up.		NFPA 101 7.9
EYEWASH STATIONS	Eyewash stations should never be blocked to prevent immediate access.		General Safety
SAFETY SHOWERS	Safety showers should never be blocked to prevent immediate access.		General Safety
GAS EMERGENCY CUT-OFF VALVES	These valves should never be blocked to prevent immediate access.		General Safety
<u>FIRE EQUIPMENT</u>			

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)		REFERENCE
<p>FIRE EXTINGUISHERS</p>	<p>Equipment for emergency use. They should never be blocked or hidden by storage.</p>		<p>NFPA 10</p>
<p>FIRE ALARM PULL STATIONS</p>	<p>These items automatically activate the alarm and notify the building that an emergency is in progress. They should never be blocked or hidden by storage.</p>		<p>NFPA 101 9.6.2.6</p>
<p>FIRE ALARM SMOKE DETECTORS</p>	<p>These items automatically activate the alarm and notify the building that an emergency is in progress. Nothing may be used to cover these items in an attempt to keep them from working or eliminating their functions for any reason.</p>		<p>NFPA 101 9.6.2.10</p>
<p>FIRE ALARM AUDIBLES/VISUALS</p>	<p>Nothing may be used to cover these items in an attempt to keep them from working or eliminating their functions for any reason.</p>		<p>NFPA 101 9.6.3.2</p>

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE
<p>SPRINKLER HEADS</p>	<p>Sprinkler heads must have an escutcheon ring in place. They may not be painted, bent or dirty. Nothing is allowed to be supported or hanging from the head.</p>	 <p>NFPA 13 6</p>
<p><u>MISCELLANEOUS</u></p>		
<p>EMERGENCY PLANS</p>	<p>Code RED procedures should be posted. Staff should maintain working knowledge of evacuation, disaster, Code Orange and spill procedures.</p>	 <p>AU P&P 4.4.03</p>
<p>GAS CYLINDERS</p> <p>Unrestrained Too Many</p> <p>Improperly Stored</p>	<p>All gas cylinders, full or empty, must be used and stored in proper locations. They must be secured properly at all times.</p> <p>No more than 5 cylinders may be secured together, unless storage facilities are provided.</p> <p>Flammable and Non-Flammable gas cylinders may not be stored together.</p>	 <p>NFPA 45 8</p> <p>AU P&P 4.3.02</p>

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE
<p>CEILING TILE MISSING/DAMAGED</p>	<p>All ceilings are required to be in place. Ceiling problems should have a Facilities Management Work Order submitted.</p>	<p>General Safety</p>
<p>FURNISHINGS</p>	<p>Health care and dormitory furnishings should be fire resistive. For specific requirements, consult with the Fire Safety Office or Facilities Planning prior to purchase.</p>	<p>NFPA 101 18.7.5 101 28.3.3.4</p>
<p>DRAPERIES/CURTAINS</p>	<p>Health care and dormitory furnishings should be fire resistive. For specific requirements, consult with the Fire Safety Office or Facilities Planning prior to purchase.</p>	<p>NFPA 101 18.7.5 101 28.3.3.4</p>
<p>CARPETS</p>	<p>Health care and dormitory furnishings should be fire resistive. For specific requirements, consult with the Fire Safety Office or Facilities Planning prior to purchase.</p>	<p>NFPA 101 18.7.5 101 28.3.3.4</p>
<p>DECORATIONS</p>	<p>All decorations must be fire resistive and properly used.</p>	<p>AU P&P 4.4.04</p>
<p>CANDLES</p>	<p>No lighted candles are allowed. Exceptions only with approval by the Fire Safety Office.</p>	<p>AU P&P 4.4.04</p>

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE	
<p>GASOLINE POWERED EQUIPEMENT/VEHICLES</p>	<p>Gasoline powered equipment/vehicles are not allowed to be parked or stored inside buildings without approval by the Fire Safety Office.</p>		<p>General Safety</p>
<p>HOT WORK (welding, open flame, grinding, etc.)</p>	<p>All maintenance, renovation or construction work that requires welding, or a burning torch that creates heat, flames, or sparks must be issued a Hot Work Permit through the Fire Safety Office.</p>		<p>AU P&P 4.4.06</p>
<p>ROOM OCCUPANT LIMITS</p>	<p>Rooms with only one exit are restricted to a maximum load of 49 people. For specific requirements consult with the Fire safety Office.</p>		<p>NFPA 101</p>
<p>SMOKING</p>	<p>Any evidence of violations of the AU Smoking Policy will be cited in the building inspection reports to administration.</p>		<p>AU P&P 3.0.01</p>
<p>HOTPLATES</p>	<p>Hotplates are not allowed in dormitory buildings.</p>		<p>Housing</p>

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE	
<p>MOLD</p>	<p>Any evidence of suspected mold accumulation should be reported to Environmental Health & Safety.</p>		<p>General Safety</p>
<p>WET FLOORS</p>	<p>At any time that a floor is found to be wet, a "WET FLOOR" sign should be immediately posted. These signs should be given serious consideration.</p>		<p>General Safety</p>
<p>TRIP HAZARDS</p>	<p>Remove any trip hazards from floors, walkways, stairs or sidewalks.</p>		<p>General Safety</p>
<p>NEEDLE DISPOSAL</p>	<p>Needles must be disposed of properly to eliminate injury and exposure to removal personnel. Overloading needle boxes will be cited in the building inspection reports to administration.</p>		<p>General Safety</p>
<p>GLASS/SHARP DISPOSAL</p>	<p>Glass and sharp objects must be disposed of properly to eliminate injury and exposure to removal personnel. Unsafe practices related to sharp objects and glass will be cited in the building inspection reports to administration.</p>		<p>General Safety</p>

WHO TO CALL

THE FOLLOWING MAY BE HELPFUL TO YOU FOR PROBLEMS OR QUESTIONS:

SECTION	ADDRESS	TELEPHONE
FIRE SAFETY OFFICE	CI 1001	721-2663
RADIATION SAFETY	CI 1002	721-9826
BIOLOGICAL SAFETY	CI 1001	721-2663
CHEMICAL SAFETY	CI 1001	721-2663
INDUSTRIAL HYGIENE & SAFETY	CI 1001	721-2663
FACILITIES MANAGEMENT	HP 1022	721-3336
ALL EMERGENCIES	HT	721-2911

MAINTENANCE ISSUES

Submit maintenance request by telephone at 721-2434.