PURPOSE:

The purpose of this policy is to promote a safe work environment. Compliance with these procedures will help minimize fire hazards, making the campus safer for students, faculty, staff and visitors.

SCOPE:

The following fire and life safety regulations apply to any university owned, leased and/or occupied facilities.

REGULATIONS:

Prohibited Activities

1. Intentional activation of a fire alarm when there is no fire emergency is prohibited.
2. Removal of fire extinguishers from their installed locations or discharge of a fire extinguisher unless there is a fire emergency.
3. Tampering with any component of the smoke detection system, and or carbon monoxide detector. This may include, but is not limited to, covering, blocking or attaching items to fire protection equipment.
4. Blocking, even partially, doorways, hallways, and stairwells, which are all components of a means of egress.
5. Fire rated doors are designed to provide a specific degree of fire protection from fire and smoke. Fire doors must not be propped open or disabled as to not function properly.
6. Tampering with components of a fire rated door.
7. Safety signs and markings are not to be altered, defaced, destroyed, covered, or removed.
8. Items stored on a cook top surface such as a stove or grill.
9. The storage of excessive amounts of paper or trash.
10. Refrigerators and microwaves may not be powered by a power strip. These items must be plugged directly into the wall.

Prohibited Items

1. Unapproved space heaters.
2. Cooking appliances are limited to hot pots, popcorn poppers, and pop-up toasters and may only be utilized in designated break rooms.
3. Microwave, coffee pots, refrigerators, ice makers, etc. may only be utilized in designated break rooms. If you have a condition/situation in which you feel a small appliance is needed in your office, you must contact the Baylor University Department of Public Safety for a waiver.
4. Heat –producing appliances may not be left on while unattended or used in a hazardous manner.
5. Torchiere halogen lamps.
6. **Live Christmas trees.** Only artificial trees may be used for interior decorations and shall be labeled “fire resistant” or “flame retardant.”

7. **Live plants shall** not be decorated with any type of lighting or electrical source.

8. **Alcohol lamps, oil lamps, fireworks, flammable or combustible materials such as gasoline, kerosene, lighter fluid, charcoal products,** or similar substances are not permitted in any Campus Living and Learning unit.

9. **Candles** (candles with cut wicks are permitted.)

10. **Multi-plug adapters (e.g., 3-way plugs)** or other splitters to increase the number of appliances on one outlet. An **UL-approved power strip** is acceptable but, must be plugged directly into the wall. Do not plug a strip into another strip.

11. **Electrical cords** (not extension cords) must not be routed unsafely (under carpets, pathways, through doorways, taped down, etc.) Spliced, taped, or frayed cords must not be used.

12. **Dimmer switches.**

13. The use of **extension cords that are not UL approved.**


Hazardous conditions not anticipated by specific reference in this policy are prohibited. Such conditions will be specifically identified.

A report of each inspection will be emailed to the department/building contact(s). For additional information regarding the inspection procedure, please see policy Facility Compliance Audit Policy.”