

UNIVERSITY OF HAWAII AT HILO

Administration
Administrative Affairs

September 16, 2008

To: UH-Hilo Community 

From: Debra Fitzsimons, Vice Chancellor of Administrative Affairs

Subject: **Fire Code and emergency concerns regarding keeping corridors safe, unobstructed, and clutter free**

Fire codes, emergency safety regulations, and liability concerns require the university to keep corridors free of obstructions, trip hazards, and clutter. In the event of a building fire or any other emergency in which potential building evacuation would need to take place quickly, unauthorized furniture (desks, tables, chairs, etc.) and boxes get in the way and could cause tripping, falls, or fatalities.

Programs have assigned spaces (offices, classrooms, labs, storage, etc.) but the halls, corridors, and stairwells (and building exteriors) are for public use. Those areas are not assigned to any particular program. Therefore, if you or your program has placed anything outside "your" assigned space without proper authorization, it must be removed.

We ask that you visibly inspect the hallways, corridors, and stairwell areas around your offices. Please remove items located there by no later than Wednesday, September 28, 2008. Any items remaining in hallways, corridors, or stairwells will be removed and discarded for fire code, safety, and liability reasons.

If programs have extenuating circumstances regarding hallway space and feel that it is absolutely necessary, warranted, and reasonable as far as appropriateness of location to address health and safety concerns, we may approve some hallways to have some limited items in them. Programs wishing to request use of specific hallway spaces can submit the requests using the following form http://www.uhh.hawaii.edu/auxsvc/documents/RequestforAddSpace_fillable.pdf. Please note that the requests will be reviewed with fire code, emergency safety, and liability concerns in mind. Requests will be evaluated by Auxiliary Services, and Environmental Health and Safety, and Office of Facilities and Planning with a recommendation forwarded to the Vice Chancellor of Administrative Affairs. We appreciate your immediate cooperation with this matter.

Thank you so very much!

c: Kolin Kettleon, Auxiliary Services
Ken Ikeda, EHSO
Emma Kennedy, EHSO