



**COLBY COLLEGE  
MECHANICAL ROOM  
SAFETY POLICY**

**CEHS-PL-S04**

This written program will be reviewed by the EHS Director when failures or discrepancies indicate that the policy is not adequate.

<b>REVISION</b>	<b>DESCRIPTION OF CHANGE</b>	<b>REVISION EFFECTIVE DATE</b>	<b>REVISION COMPLETED BY: NAME / COMPANY</b>	<b>MANAGER APPROVAL</b>
A	<ul style="list-style-type: none"> <li>Initial program</li> </ul>	10/2019	Wade Behnke	Mark Crosby
B	<ul style="list-style-type: none"> <li>Added code reference</li> </ul>	12/2019	Wade Behnke	Mark Crosby

## **TABLE OF CONTENTS:**

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 GENERAL REQUIREMENTS
- 5.0 RESPONSIBILITIES

## 1.0 PURPOSE

1.1 The Mechanical Room Safety Policy is written to ensure the safe access and use of mechanical equipment rooms on campus. The policy was also developed to ensure they are readily accessible in an emergency situation by first responders and Facilities staff. Finally, complying with the conditions of the Policy will ensure Colby meets the OSHA requirements in 1910 Subpart S (Electrical) and fire code requirements in NFPA 1.

## 2.0 SCOPE

2.1 The Mechanical Rooms Safety Policy applies to all mechanical rooms under Colby's operations including rooms in residential, academic, downtown, and administrative buildings.

## 3.0 DEFINITIONS

3.1 Mechanical Room: A room or space in a building wholly dedicated to the mechanical equipment and its associated electrical equipment, as opposed to rooms intended for human occupancy, occasion/temporary use, or storage. All mechanical rooms/spaces at Colby will be labeled as "Mechanical" or with similar placarding outside the door.

## 4.0 GENERAL REQUIREMENTS

### 4.1 Storage/Fire Safety

- 4.1.1 Mechanical rooms shall not be used for general storage and may only be used to store limited items directly required to maintain the equipment in that room or building, i.e., air filters, replacement bulbs, etc.
- 4.1.2 Storage of flammable liquids (paint or gasoline) and combustible solids (paper goods) is never permitted in mechanical rooms.
- 4.1.3 The storage of other materials not directly related to the upkeep/maintenance of the equipment or building in a mechanical space is prohibited.

### 4.2 Access

- 4.2.1 Only authorized staff wearing appropriate personal protective equipment (PPE) may enter and work in a mechanical room.
- 4.2.2 All access doors to mechanical rooms will be kept locked when not in use.
- 4.2.3 Housekeeping must be maintained to a level that will allow first responders and maintenance personnel immediate access to all equipment in the event of an emergency. In addition the following specific housekeeping measures must be met:
  - 4.2.3.1 Maintain at least 36 inches of clearance in front of electrical equipment (specifically electrical panels and switches) as well as

a minimum working space width of 30 inches. There also must be a clear access pathway.

- 4.2.3.2 Allow enough space so that equipment doors and panels can be fully opened to 90 degrees for ease of access and maintenance.
- 4.2.3.3 Equipment controls and fire panels must have clear access at all times.
- 4.2.3.4 Keep delineated walkways clear of materials, electrical cords and any other potential tripping hazard.
- 4.2.3.5 All sprinkler heads must have a minimum of 18" of clearance from material/equipment below.
- 4.2.3.6 All duct work must have 360 degrees of clearance to allow for inspections and repair.

## 5.0 RESPONSIBILITIES

- 5.1 Responsibilities for oversight and implementation of the Mechanical Room Housekeeping policy are assigned below.
- 5.2 Facilities
  - 5.2.1 Responsible for maintaining a "clean" mechanical room at all times. When service work is performed, any guards that are removed or junction boxes opened are to be replaced and closed at the end of the service work for that day. At no time, can junction box/guards be left open/off.
  - 5.2.2 Inspect the mechanical rooms annually and report unsafe conditions to EHS Director or to the Facilities Director of Operations and Maintenance.
- 5.3 Environmental, Health, and Safety (EHS) Director
  - 5.3.1 Environment, Health and Safety Director is responsible for maintaining, reviewing and updating the policy as needed.
  - 5.3.2 Act as a source of information when concerns arise regarding the setup and use of a mechanical room and work to resolve issues with the responsible parties
- 5.4 All Building Occupants
  - 5.4.1 All building occupants are prohibited from accessing or usage of mechanical rooms for purposes other than its designed use as specified in this policy.