

## **POLICIES AND PROCEDURES MANUAL**

### **ADDENDUM TO SECTION G: FACILITIES**

#### **G-22.MECHANICAL/ELECTRICAL/BOILER ROOM SECURITY AND USAGE**

This policy covers all Mechanical Rooms, Electrical Rooms, and Boiler Rooms within the Indiana University Southeast campus.

The inherent dangers and potential hazards associated with various types of complex equipment inside such spaces dictate that only authorized University construction, maintenance, and safety personnel, and/or authorized contractors hired by the University, shall have access to or shall enter these rooms. The potential for serious injury or death mandates that this policy be strictly enforced.

All doors entering these areas are to be locked at all times. If a situation arises that the doors need to be left open, a designated person shall be required to stand watch until the doors can be secured.

The International Fire Code 2000 Edition, Section 315.2.2, states that "Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms." Storage of any kind, except that which pertains to the maintenance of equipment in that facility, is prohibited.

The usage of any mechanical room, electrical room, or boiler room within the campus, for purposes other than its designated usage, is, without exception, prohibited.

**THIS POLICY WILL BE INCLUDED IN THE POLICIES AND PROCEDURES MANUAL DATED JANUARY 2000, UPDATED JANUARY & OCTOBER 2001.**

**Policy is effective as of October 1, 2007.**