

September 23, 2021

Division of Operations

Storage of Materials

To: All Staff

From: Scott W. Washington
Chief Operating Officer

Building Services and emergency response personnel must have unobstructed access to inspect, operate and maintain equipment. With this fact in mind, all staff are to adhere to the following requirements regarding the storage of materials in HCPSS facilities:

- Combustible materials (paper, cardboard, paint, etc.) shall be stored in an orderly manner, at least 36 inches from heat-producing equipment or in accordance with the manufacturer's recommendation. (Howard County Fire Code 2015 section 10.18.1)
- Combustible materials shall not be stored in exits, boiler rooms, mechanical rooms, or electrical rooms. Supplies for the operation and maintenance of the equipment in the room are permitted. (NFPA 1 Fire Code 2015 sections 10.18.4, 10.18.5.1 and 10.18.5.2)
- Construction and installation of shelving in storage areas must have prior approval by the Manager of Building Maintenance. Ceiling clearance (minimum of 18 inches - 457 mm below sprinkler head deflectors in areas protected by a sprinkler system) shall be maintained in accordance with NFPA 1 Fire Code 2015 section 10.18.3.
- Obstructions shall not be placed or kept near fire hydrants, fire department inlet connections, or fire protection system controls and valves in a manner that would prevent the equipment from being immediately visible and accessible. (NFPA 1 Fire Code 2015 section 13.1.3)
- A minimum clearance space of three feet shall be maintained for any interior fire department valves and equipment. An obstruction or condition that deters or hinders immediate access is strictly prohibited. (Howard County Fire Code 2015 section 13.1.4)

If you need additional information on this matter, please contact Pierre van Greunen, Safety and Risk Management Officer at 410-313-6739.