

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 21
Series 2014-2015

August 28, 2014

Chief of Operations

Storage of Materials

To: All Staff

From: Camille Jones, Chief Operating Officer

In an effort to be mindful of safety, building supervisors and all staff are to be advised of the following regulations regarding storage of materials in all HCPSS buildings:

- Combustible materials (paper, cardboard, wood and upholstered furniture) shall not be stored in boiler rooms, mechanical rooms, or electrical rooms. Only non-combustible materials and supplies for the operation and maintenance of the equipment in that room are permitted (National Fire Protection Association Code 10.19.5).
- Construction and installation of shelving in storage areas must have prior approval by the Manager of Building Services and/or the Office of Safety, Environment and Risk Management.
- 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 such equipment or fire hydrants from being immediately visible and accessible (National Fire Protection Association Code 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 13.1.4).

Building Services and emergency personnel must have unobstructed access to inspect and maintain equipment.

If you need additional information on this matter, please contact Ron Miller, Manager of Safety, Environment and Risk Management at 410-313-6739.

CJ/RAM/fhl