

<u>Subject:</u> Laboratory Interior Connecting Door Use	<u>Approved:</u> August 23, 2013
<u>Effective Date:</u> November 1, 2013	<u>Policy:</u> 145

PURPOSE AND BACKGROUND:

Interior connecting doors between laboratories are present in some of our laboratories on campus. These interconnecting doors are part of an open laboratory concept which is intended to promote collaboration between researchers by enabling them to easily discuss their work with colleagues in other laboratories. This policy has been written to ensure proper use of these doorways.

SCOPE:

By the adoption of this policy, Administration shares this commitment with all staff, faculty, students and guests of the University community.

POLICY:

- 1) Interior connecting doors may serve as an alternate means of egress in an emergency. Interior connecting doors between laboratories must be unobstructed and unlocked at all times unless approval has been granted by IUPUI Fire Protection Services as described in the Exemptions section of this policy.
- 2) The floor area beneath the arc swing of each laboratory door shall not be obstructed.
- 3) Interconnecting doors shall not be removed without approval by Campus Facility Services and IUPUI Office of Environmental Health and Safety.

EXEMPTIONS:

- 1) Interconnecting doors may be locked or blocked if all of the following criteria are met:
 - a) Written approval is obtained from IUPUI Fire Protection Services indicating that the door is not required as a means of egress.
 - b) Faculty and administrators of both adjacent labs are in agreement to lock or block the door.

- c) Signage is placed on both sides of the door that clearly identifies the door as being inaccessible and that it is not an exit.
- 2) Or the door is required to be locked by local, state or federal regulations.
- a) If the door is required to be locked by local, state or federal regulations signage must be placed on both sides of the door that clearly identifies the door as being inaccessible and that it is not an exit.

NONCOMPLIANCE/PENALTIES:

The IUPUI Office of Fire Protection Services and/or the IUPUI Office of Environmental Health and Safety will periodically inspect the laboratories to ensure compliance with this policy.

In addition, the University may initiate disciplinary actions, up to and including dismissal, against any staff or faculty found to be in willful violation of this policy.

PROGRAM OVERSIGHT:

The Department of Environmental Health and Safety will serve as a technical resource for the implementation of this policy.