**POLICY TITLE:** HALLWAY STORAGE AND OTHER HALLWAY USE  

**POLICY PURPOSE:** To maintain hallways as a safe means of egress from buildings at the University or those being leased for University staff. The Kentucky Fire Code dictates that hallways must remain free of all materials that could hinder the evacuation of a building, impede the actions of emergency agencies in the event of a fire or other emergency, or are combustible and could create smoke.

**APPLIES TO:** All University faculty, staff, students, visitors and contractors

**SUB SECTIONS:**

**POLICY STATEMENT**  
Hallways, corridors and stairwells are to be used as a means of egress from a building or as a means to travel from one space to another and NOT for any other purpose. Unacceptable uses of hallway space include, but are not limited to the following:

- Storage of any materials (e.g. boxes, equipment, furniture, waste containers, etc.)
- Extension of office space (e.g. desks, filling cabinets, copy machines, waiting room, etc.)
- Extension of laboratory space (e.g. used or new equipment, container storage, etc.)
- Break room (complete with chairs, tables, coffee maker, microwave oven, etc.)

Any exceptions or interpretations of applicability must be approved by Safety and Environmental Compliance and the approval identified by a Safety and Environmental Compliance label. If items are found in hallways, the occupants will be notified. If items are not removed after notification, Safety and Environmental Health will remove the items at the owner’s expense.