



## Building Maintenance

### Fire and Other Safety Requirements For County Facilities

Approved: October 15, 2012

#### **POLICY:**

Lincoln County facilities must be maintained in a manner to protect the safety of our employees and our investment in infrastructure.

#### **PURPOSE:**

This procedure outlines the requirements all employees must follow when working in County facilities to maintain a safe environment. It also includes the procedure for reporting a fire or other safety concern.

#### **REQUIREMENTS:**

1. Portable Electric Heaters
  - a. Portable electric heaters must have a label that states they are "UL" or EDL listed.
  - b. There must be a minimum of a 36 inch clearance from any combustible item (paper, wood, plastic and clothing).
  - c. They shall be plugged directly into an outlet. The employee using the electric heater is responsible for unplugging (not just turning off) the electric heater when the heated room is unoccupied; Not doing so may result in disciplinary action and /or loss of privilege to use the heater.
  - d. They shall sit directly on the floor and may not be placed on tables, desks, etc.
  - e. All electric heaters must have 3 prong cords.
  - f. From the date of adoption of this policy forward, any new electric heater which is purchased must have an automatic turn off feature if knocked over.
2. There can be nothing stored higher than 24 inches below the ceiling in a non-sprinkled building or 18 inches below the sprinkler head in a sprinkled building.
3. The required width of corridors/hallways/stairwells shall be unobstructed. Combustible storage (example: file cabinets, paper, wood, plastic and clothing) is not allowed in the stairwells, corridors/hallways, electrical, mechanical or boiler room.
4. Combustible waste (example: paper, wood, plastic and clothing) shall not be allowed to accumulate in any county facility.
5. Drop Cords / Extension cords / Power strips

- a. All drop cords (extension cords) must be UL listed and have a label that states their use, size and wattage rating.
- b. Drop cords may be used for portable appliances only not for office equipment and other appliances not normally moved.
- c. Drop cords may not be extended through walls, doors, ceilings or underground and may not be a substitute for permanent wiring.
- d. Caution should be taken to make sure the drop cord is not a trip hazard.
- e. All extension cords/ drop cords shall be a three wire type with the ground prong in tact.
- f. Multi-plugs / power strips / extension cords and drop cords cannot be piggybacked (one power strip plugged directly into another) and must plug directly into an outlet. Multi-power adapters must be plugged directly into the power source unless approved by the Fire Marshal.
- g. Only UL listed multi-plugs / power strips are permitted.
- h. Extension cords / drop cords shall be maintained in good condition without splices, deterioration or damage. Extension cords/ drop cords cannot be repaired in any way; they must be replaced.

6. Fire doors may not be wedged open
7. Fire extinguishers cannot be blocked; they must be accessible at all times. All fire extinguishers shall be serviced and tagged annually. Each department is responsible for assigning staff to check the fire extinguisher monthly for the following things:
  - a. Pull pin is in place
  - b. Break away plastic strap is in place
  - c. Arrow is in the green on the
  - d. Fire extinguisher is in proper place
  - e. Tag is on fire extinguisher and has been signed for each month
8. In mechanical and electrical rooms and any area where electrical panel boxes are located 36" clearance must be maintained around panel box.
9. Use of candles and open flames shall be approved prior to use and required permits obtain from Fire Marshal's Office. **No electric candle warmers or incense burners are permitted in County Facilities**
10. Christmas trees and other (live or artificial) decorations shall meet requirements allowed in the NC Fire Code for public buildings. **No live trees are permitted in County facilities.**
11. Material Safety Data Sheets shall be kept in readily available areas and update annually or as needed.
12. NO SMOKING allowed in any county building.

13. Employees will be advised annually about what they should do in an Emergency Evacuation Drills and any required emergency drills will be held at the intervals specified in the fire code.

### **HOW TO REPORT A FIRE OR OTHER SAFETY CONCERN**

Any fire or immediate safety concern should be reported by calling 911 with a subsequent call to the County Manager's Office and Building Maintenance.

We count on employees to be the eyes and ears of the buildings and to report any fire or other safety concerns. Employees should report any violations of the above requirements and any of the concerns listed below or any other fire/safety concerns:

- Any exit and emergency lights that are not illuminated
- Any fire extinguisher that is not tagged or has not been maintained on schedule.
- Any fire door that is not in proper working order or does not latch when closed.
- Any missing ceiling tiles.

The process for reporting concerns is as follows:

1. Report it to your supervisor
2. If your concern is not addressed report it to your Department Director
3. If your concern is still not addressed, report it to the Human Resources Department

**FOR MORE INFORMATION CONTACT:** Building Maintenance Supervisor