



**Campus Administrative Policy**

**Policy Title: Building and Life Safety Code Review of Modular Furniture**

Policy Number: 3004      Functional Area: **General Administration**

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Effective: July 11, 2002  
Date Last Reviewed: January 9, 2020  
Date Scheduled for Review: January 10, 2023  
Supersedes: N/A

Approved by: David C. Turnquist  
Associate Vice Chancellor for Facilities Management  
Authority Having Jurisdiction for Fire Prevention & Life Safety  
Duxton Milam  
Campus Fire Marshal

Prepared by: Director, Facilities Management  
Reviewing Office: Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance | CFO,  
University of Colorado Denver  
Associate Vice President & Chief Procurement Officer, CU  
System

Responsible Officer: Director, Facilities Management

Applies to: University of Colorado Denver  
University of Colorado Anschutz Medical Campus

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**A. POLICY STATEMENT**

In an effort to provide a safe working environment, it is necessary for the Campus Fire Marshal to review and approve all modular furniture purchases, \$5000 and greater. A process has been established to ensure installation of modular furniture (soft wall offices) at the University of Colorado Denver and University of Colorado Anschutz Medical Campus conforms to Building Codes and Fire and Life Safety regulations in order to maintain a safe working environment.

The purpose of this policy is to provide policy and procedures that describe how and when to request the review of all modular furniture purchases, \$5000 and greater, and to

clarify the approval process.

## **B. PROCEDURE**

1. The department purchasing the modular furniture will work directly with the vendor (i.e., Juniper Valley, Herman Miller, etc.) concerning modular furniture design and installation.
2. There will be no formal review process for purchases under \$5000 unless the department or vendor has specific concerns or questions concerning the design and/or installation.
3. If the estimated cost of the modular furniture and installation is \$5000 or above, the Campus Fire Marshal will coordinate a review of the design to ensure compliance with all codes and regulations as well as get input concerning any building operations issues.
4. The vendor will contact Facilities Management to attain design input and approval of design. Contact should be made as early as possible so as to avoid changes and additional design costs.
5. The Campus Fire Marshal will, in turn, contact the department requesting the purchase of the modular furniture and review the request and inspect the location where the furniture will be installed.
6. The Campus Fire Marshal will provide written approval on the design and installation, which should accompany the purchase requisition documentation that is provided to the Procurement Service Center.
7. Unauthorized installations of modular furniture in violation of Building and Life Safety Codes may be subject to removal or modification at the department's expense.
8. Issues that need to be addressed in the design and installation of modular furniture include, but are not limited to:
  - a) Sprinkler clearance: minimum of 18 inches, plus cannot impede full coverage.
  - b) Egress from space must be maintained. Depending on the configuration of the space, the cubicles could impact allowable travel distances.
  - c) Clearance for personnel to enter cubicle should be a minimum of 32 inches
  - d) Do not cover fire pull stations, extinguishers, horn/strobes units, electrical panels, mechanical chases, etc.
  - e) Soft wall offices are not allowed in corridors (even at the end of a corridor).
  - f) All doors within and to the space must swing unimpeded. Any locksets on doors must conform to university standards.
  - g) Exit lighting may need to be installed (or re-located) depending on space configuration.
  - h) High walls could impact room lighting. Additionally, emergency lights may

need to be installed, if walls limit outside lighting.

Other potential issues for Building Operations:

- i) Do not impede access to light fixtures.
- j) Electrical capacity must be pre-determined before adding outlets.
- k) Air movement within the space often changes when the soft walls are installed (especially high walls). This could be an issue for heating, ventilation, and air conditioning.

## Notes

1. Dates of official enactment and amendments:  
July 11, 2002: Adopted by Director of Purchasing CU System, Assistant Vice Chancellor, Facilities Projects and Associate Vice Chancellor, Facilities Operations  
May 20, 2019: Modified  
January 9, 2020: Reviewed
2. History:  
May 20, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.  
January 9, 2020: Reviewed by Campus Fire Marshal—editorial changes only. Policy was also transferred under the Authority Having Jurisdiction for Fire & Life Safety.
3. Initial Policy Effective Date: July 11, 2002
4. Cross References/Appendix:
  - International Building Code, 2018 ed.
  - International Fire Code, 2018 ed.
  - National Fire Protection Association Life Safety Code, 2018 ed.
  - [Campus Administrative Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety](#)