



**Campus Administrative Policy**

**Policy Title: Fire Doors Policy and Procedures (OPP: 103-061)**

Policy Number: 3073                      Functional Area: Facilities

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Effective: February 22, 2018  
Date Last Amended/Reviewed: December 1, 2017  
Date Scheduled for Review: July 1, 2025  
Supersedes: Fire Doors (February 2002)

Approved by: David C. Turnquist  
Associate Vice Chancellor, Facilities Management  
Duxton Milam  
Campus Fire Marshal, Facilities Management  
Authority Having Jurisdiction for Fire and Life Safety  
(February 22, 2018)

Prepared by: Campus Fire Marshal  
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

Responsible Officer: Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
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Applies to: CU Anschutz  
CU Denver  
CU South Denver Location

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**A. POLICY STATEMENT**

Most of the doors on the campus are designed to limit the effects of damage during an emergency. Fire doors, in particular, are vital in preventing the migration of heat, smoke, and toxic gases. These doors are also an aid to security, and they help to contain hazardous material spills (which will aid in clean-up operations). Blocking doors open may impact heating, ventilation, and air-conditioning (HVAC) systems, as well as fire safety.

Removal of doors may seriously compromise the university by increasing the risk to personnel and property. While it is possible that some interior doors that could be

removed to accommodate a request, Fire and Building Codes must be the overriding factor in such decisions.

**B. PURPOSE**

To establish a policy for preventing fire door removal and obstruction on campus property.

**C. PROCEDURES**

Doors within laboratories, offices and corridors are not to be removed without prior written approval by the Campus Building Official and the Campus Fire Marshal.

**1. General Doors on Campus**

Fire doors, such as those at stairwell openings and as part of a fire-wall assembly, may not be held open with “door pegs,” except for short periods when personnel are moving materials in / out of a space.

When personnel within an area believe that a door is hindering operations, they may request an evaluation of the type and function of the door. After an evaluation, the determination of whether a door may or may not be removed will be communicated, in writing, to the requesting parties. Confirmations will include the exact location of the door and any associated provisions (such as signage, replacement with wall material, etc.).

**2. Doors Interconnecting Laboratories**

Many laboratories were designed and constructed with doors that interconnect. While we realize that security issues often become a concern, these doors may not be locked or blocked without written permission from our office.

The campus has adopted the National Fire Protection Association (NFPA) standard # 45 Fire Protection for Laboratories Using Chemicals. This standard has specific requirements for secondary exiting, depending on a variety of conditions found within a particular lab.

The most common reason that two exits are required is when a laboratory area exceeds 1000 square feet. The rationale for the requirement is simple—large labs, by nature, have farther travel distances to exits, therefore personnel may not be able to access one of the exits in the event of an emergency condition within the lab. If you are uncertain as to whether your laboratory has secondary egress requirements, please contact the Campus Fire Marshal (303) 724-0293).

**3. Laboratories that Require Secondary Means of Egress**

Should one or both of the laboratories have security concerns, there is an option. By code, the door must be egressable; however, if the door is placed on magnetic

locks—interconnected to the fire alarm system—the door may be made non-accessible except in the event of an emergency. Since personnel may have to evacuate even in the event of a non-fire incident (such as a hazardous material spill), an alarm pull-station would be required on both sides of the door. In an emergency, personnel would pull the handle, which would release the door. This action would also put the building into fire alarm mode, with a resulting response by the fire department. (Please note that this option would be at the expense of the requesting department, and the Campus Fire Marshal must approve the system.) Obviously, the passageway may not be blocked in any manner.

#### **4. Laboratories that Do Not Require Secondary Egress from the Space**

Many buildings have doors interconnecting labs in order to allow for the transition of personnel and materials between labs without having to take anything into the hallway. The decision to remove the passageway would impact the adjacent laboratory. While actual blocking of a door is not acceptable, we have come to the determination that there is an option (under fire/building codes).

If one or both of the adjacent labs wish to close-off the door, the door space would have to be replaced with fire-rated material (although the doorframe could remain intact). In order for the door removal and wall placement to proceed, the building administrator (in most cases, the Dean's Office) and the Campus Fire Marshal must be notified, and written approval obtained. A work-order would have to be placed through Facilities Management, and costs would be the responsibility of the laboratory. We would suggest that the administrators of both adjacent labs agree to this decision.

Other than the above-mentioned options, doors between laboratories (and other doors that exit out of labs) may not be blocked or removed.

For further clarification or assistance, or to request an evaluation of the door, please contact: Campus Fire Marshal (303) 724-0293 or the Campus Building Department (303) 724-0676.

#### **Notes**

1. Dates of official enactment and amendments:  
February 2002: Adopted/Approved by Associate Vice Chancellor for Facilities  
February 22, 2018: Revised  
December 18, 2019: Reformatted
2. History:  
December 18, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Links, university branding, and formatting updated by the Provost's office.

3. Initial Policy Effective Date: February 2002
4. Cross References/Appendix:
  - [2015 ed. International Fire Code](#)
  - [Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety](#)
  - [National Fire Protection Association \(NFPA\) Life Safety Code](#)