



**Campus Administrative Policy**

**Policy Title: Fire Code Policy and Procedures (OPP: 103-051)**

Policy Number: 3070                      Functional Area:                      General Administration

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Effective:                                      February 22, 2018  
 Date Last Amended/Reviewed:                      November 1, 2017  
 Date Scheduled for Review:                      July 1, 2025  
 Supersedes:                                      Fire Code (1998)

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 |  
    CFO, University of Colorado Denver

Applies to:                                      CU Anschutz Medical Campus  
    CU Denver Campus  
    CU South Denver Location

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**A. POLICY STATEMENT**

The university is committed to following fire safety practices, as articulated by both the fire codes and other standard-setting organizations. Fire and Life Safety systems are designed to provide staff and visitors safe, secure structures that meet, and often exceed, fire and building codes. Everyone has a vested interest in maintaining these systems.

**B. PURPOSE**

To establish a policy for compliance with the fire code on campus property.

**D. PROCEDURES**

1. Personnel shall not obstruct, disable, or alter any fire or life safety system (including fire detection/suppression systems, fire extinguishers, fire call-stations, fire alerting alarms, and fire doors and cabinets). NOTE: It is a criminal offense to obstruct or tamper with fire and/or life safety systems. University Police will be called to investigate any unauthorized damage to fire systems.
2. Maintaining clear corridors and paths of egress travel is fundamental to life safety. As such, no storage is allowed in exit corridors, stairwells, or under stairs. Certain public areas may be suitable for seating and tables; however, these must be approved by the Campus Fire Marshal. An unobstructed minimum width of 44 inches shall be maintained in all public corridors and hallways that provide access to main exits.
3. Storage must not block or interfere with the operation of exits, fire systems, eyewash/shower stations, or electrical circuit breaker panels.
4. Laboratory and office equipment, such as laboratory refrigerators/freezers, centrifuges, scintillation counters, incubators, or any heat-producing device (e.g. microwaves, coffee pots, and toasters) cannot be in-use or stored in the public corridors. Office equipment is not allowed in the main corridors or in stairwells.
5. Flammable storage cabinets must be inside of laboratories and away from doors. In buildings with the “open lab floor plate,” each lab module may have a maximum of 2 gallons of flammable liquids outside of approved flammable storage cabinets. Please seek guidance prior to purchasing specialized units, such as explosion-proof refrigerators, as these require approval from the campus Environmental Health & Safety Department and/or the Campus Fire Marshal.
6. Compressed gas cylinders within labs must be secured to prevent falling. Compressed gas and cryogenic gas containers are not allowed to be stored in public corridors.
7. Many other fire and life safety policies are set forth in separate documents. These include fire alarm procedures, fire drill guidance, storage of flammable liquids, electrical safety, and other important documents. All fire and life safety policies may be found in the university [Policies and Guidelines online library general administrative section](#).

**Notes**

1. Dates of official enactment and amendments:  
1998: 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: 1998
  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](#)

## APPENDIX A: HOT WORK PERMIT



University of Colorado  
Denver | Anschutz Medical Campus

THIS **HOT-WORK PERMIT** SHALL BE DISPLAYED AT THE WORK-SITE

PERSONS PERFORMING WORK \_\_\_\_\_ / \_\_\_\_\_ DEPT / COMPANY \_\_\_\_\_

DATE / TIME \_\_\_\_\_ HOT-WORK LOCATION \_\_\_\_\_

DESCRIBE HOT-WORK TO BE PERFORMED: \_\_\_\_\_

Before hot-work operations begin, all applicable items must be checked and the coordinator must sign approving the work. This permit covers welding, hot cutting (torch or spark-producing cutters/grinders), and brazing. **One permit, per area, per day is required (based on each type of work)**. Work performed in a confined space requires a separate confined space entry permit. ALL Hot Work Will Require a Two Person Sign-Off and Two Initials on Check List Prior to Conducting Hot Work.

**CONTRACTORS:** It is the responsibility of the contractor to provide fire extinguishers, fire retardant covers, personal protective equipment, air monitoring equipment (if used), and any other equipment deemed necessary to perform the work safely. The contractor is responsible for ensuring that all Federal, State, Local, and University of Colorado Denver safety regulations are followed.

### CHECK LIST

\_\_\_/\_\_\_ Floors, walls, ceilings are clear of combustible materials within 35 feet of the work area, or the surfaces are covered with fire retardant covers.

\_\_\_/\_\_\_ Identify smoke head/sprinkler locations and isolation valves for system.

\_\_\_/\_\_\_ Review blue prints of hot work area to identify all hazards within hot work areas.

\_\_\_/\_\_\_ Identify locations of all isolations in hot work area, such as fire, water and power.

\_\_\_/\_\_\_ All flammable liquids and their containers have been removed from the area.

\_\_\_/\_\_\_ Floor openings have been sealed or checked to ensure hot slag/sparks do not penetrate to lower areas (unless the lower area contains no combustible material or surfaces).

\_\_\_/\_\_\_ The Hot-Work equipment to be used has been inspected and is in good working order.

\_\_\_/\_\_\_ A fully charged, operational fire extinguisher (rating correct for the hazards) is within 35 feet.

\_\_\_/\_\_\_ Emergency exits are identified, and the nearest manual fire pull-station has been located.

\_\_\_/\_\_\_ Smoke/heat detectors, where provided, have been prevented from alarming (Facilities Management Fire Alarm Outage Request must be submitted, with a minimum of 24 hours advanced notice).

\_\_\_/\_\_\_ Applicable energy sources have been locked-out / tagged-out.

\_\_\_/\_\_\_ Where appropriate, monitoring for oxygen, combustible gas, and toxic materials has been performed and the levels are within safe limits.

SPECIAL PRECAUTIONS (if any): \_\_\_\_\_

**AUTHORIZATION:** The information on this permit has been evaluated, the site has been examined, and all safety measures are in-place. I approve of the operation.

Coordinator's signature \_\_\_\_\_ 2<sup>nd</sup> Person signature \_\_\_\_\_

A Fire Watcher must be provided for 30 minutes after all of the operations pertaining to this permit, (unless hot surfaces are cooled to hand-touch temperature and there are no areas where hot slag or sparks could be hidden).

**FINAL INSPECTION** (30 minutes or cool to touch) Fire Watcher sign \_\_\_\_\_

**Send completed original, or a copy, to: The Campus Fire Marshal (Campus Box F-410)**