


ESTATES SERVICES PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: STORAGE WITHIN BUILDINGS	ESP 34	Rev: 02	
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	Owner: T Tomlinson		

1.0 PURPOSE

The purpose of this procedure is to identify what areas of a building can be used for storage, and define what sorts of materials may be stored in those areas.

2.0 GENERAL

In the past due to a general lack of storage space over a period of time combustible materials and plant or building spares have migrated to accumulate in various, risers, switch rooms and plant rooms forming a barrier for maintenance, emergencies (access to isolation valves) and electrical distribution boards in some cases even causing an additional fire loading.

The University as a general rule has approximately *% of each building available for storage, it is the estates departments responsibility to ensure that it is utilised in as safe and economically viable a way as is practicable without increasing the fire risk or fire loading.

3.0 PROCEDURE

The Universities CAFM system automatically generates a PPM (Planned Preventative Maintenance) task to all building champions to check the

- Plant room
- Lift motor rooms
- Riser cupboards
- Electrical switchgear rooms

On a 3 monthly basis for the accumulation of materials and the accumulation of debris (flammable or not) within their allocated buildings and to raise further work orders and ensure they stay clear.

4.0 MAINTENANCE OF STORAGE AREAS

Only limited quantities of materials are permitted to be stored within the above named areas. It must be stacked neatly and clearly labelled who its owner/intended user is and not restrict any access to Isolation valves or mains voltage (220 volts and above) distribution boards.

None of the materials are to be hazardous or in a compressed gas cylinder.

The areas are to remain sterile

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Related Legislation

- Health & Safety at Work Act 1974
- Electricity at Work Regulations 1989
- Workplace (Health, Safety & Welfare) Regulations 1992
- Provision and Use of Workplace Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Working at Height Regulations 2005
- Control of Asbestos Regulations 2012