

Building Corridor Use Exemption Request Form



Corridors and hallways must be kept clear of obstructions, regardless of exit width, to facilitate immediate, rapid exit from a building in the event of an emergency. Policies and procedures pertaining to building corridor and hallway use in university facilities may be found in the Administrative Procedures Manual (APM) Chapter 35, sections 23, 27 and 34.

In specific, temporary situations, this form may be used to submit requests to Environmental Health and Safety (EHS) for exceptions to this policy. EHS evaluates requests on a case-by-case basis and exemptions that are granted may be applied only to the specific situation(s), item(s) and location(s) noted on the completed form.

EHS will not approve exceptions for items that are combustible/flammable or may impede a rapid exit from the building or floor; block or restrict the visibility or access to exit doors or exit signs; or be placed in stairwells, no matter how temporary.

Unapproved items placed in corridors, hallways, or other paths of entry or egress are subject to immediate removal.

For additional information, please contact EHS: 208-885-6524 | safety@uidaho.edu

To be completed and signed by requestor / reviewed and signed by appropriate unit administrator

Building Name: _____ Unit: _____

Description of item to be placed in corridor/hallway: _____

Location where item is to be placed in corridor/hallway: _____

Reason item needs to be placed in corridor/hallway: _____

Dates item needs to be placed in corridor/hallway: Start: _____ End: _____

Print Requestor's Name / Title _____ Signed: Unit Administrator _____

Phone Number _____ Date _____ Phone Number _____ Date _____

EHS Only

Request Denied (select reason below)

Request Granted

- Item(s) will reduce the width of corridor/hallway to less than the required minimum
- Item(s) will not allow a straight path to be maintained down the entire path of travel
- Items(s) will not be fixed to the floor or wall and are considered movable
- Items(s) are considered as flammable, combustible or otherwise hazardous materials
- Items(s) will restrict the visibility or access to, exit doors or exit signs or block access to, or operation of, circuit breaker boxes, fire extinguishers, fire alarm pull stations, or other emergency equipment
- Items(s) are considered permanent storage
- Item(s) are surplus and it cannot be verified that arrangements have been made to have them removed in a timely manner.

Comments: _____

Signed: Environmental Health and Safety _____ Date _____