



Facilities Management Building Operations

Policy Title: Facilities Management Building Operations

Policy Type: Administrative

Policy Number: 42-02 (2014)

Approved: 05/01/2015

Responsible Office: Facilities Management and Environmental Health, Safety and Risk Management (EHS&RM)

Responsible Executive: Vice President for Finance and Administration

Applies to: Faculty, Staff, Students, Visitors and Contractors

POLICY STATEMENT

The purpose of this policy is as follows.

- Establish emergency response action(s) for reporting elevator problems, and aiding or removing passengers trapped in campus elevators.
- Ensure safe operation and maintenance of elevators.
- Verify compliance with all applicable elevator codes and regulations.
- Outline the identification, isolation and abatement of Asbestos Containing Materials (ACM).
- Provide an effective, comprehensive Fire Protection Program to protect the campus community from injuries, deaths, business interruption and property damage resulting from fires and related perils.
- Provide guidelines that foster energy conservation, efficiency and environmental stewardship with the goal of reducing energy usage, cost, and environmental impact including greenhouse gas emissions.
- Protect and improve the environment by recycling commonly used materials such as mixed paper, cardboard, plastic/glass containers, and aluminum/tin/steel cans (referred to as the “Commingled-Single Stream System”), scrap metals, hazardous materials such as batteries, electronic equipment, mercury-containing lamps, and motor/cooking oil. All members of the University must comply with the recycling requirements.

(See Facilities Management Operations Manual for General Safety Administration procedures.)

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DEFINITIONS

None

CONTACTS

Facilities Management/Environmental Health, Safety and Risk Management officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Facilities and/or Environmental Health, Safety and Risk Management.

STAKEHOLDERS

Faculty, Staff, Students, Visitors, and Contractors

BUILDING OPERATIONS POLICY CONTENTS

Basic Building Safety Precautions. Basic precautions must include:

1. Ensuring secure covering of holes and openings in floors and any other temporary opening.
2. Providing adequate covers for inspection pits not in use, and suitable barriers for open pits.
3. Keeping all gangways clear and free from tripping hazards.
4. Stacking materials safely and in a stable manner.
5. Ensuring weight loading limits of shelving and storage areas are not exceeded.
6. Promoting awareness of dangerous machinery trapping points and of live conductors in close proximity.
7. Roping off areas below high level working activities.
8. Wearing protective headgear and footwear where required.

9. Ensuring 'Danger - Live Electricity' or similar notices must be displayed when work is being done on open switch/fuse boxes and other electrical installations.
10. Testing for live cables or other buried services must be undertaken before using pneumatic drills etc.
11. Care must be exercised to ensure that the work will not be conducted in proximity to overhead cables, lights or weak structures.
12. Ensure warning notices, signs and barricades are displayed whenever work can create a hazard in order to keep staff, students and visitors safe.

Elevators

1. Every elevator on the University campus is under a service contract with an elevator maintenance company for complete maintenance and repair. Each company is required to have qualified mechanics available 24 hours per day, 7 days per week for callback service.
2. Elevator equipment is designed to protect passengers by preventing movement of the unit when an unsafe condition exists or a malfunction occurs. The safe and efficient removal of passengers from a stalled unit is of utmost importance.
3. Elevator companies indicate that more people are injured by improper exit from a stalled unit than from any elevator malfunction. As recommended by the National Elevator Code, evacuation of passengers from elevators should be performed under direct supervision of trained/qualified elevator personnel. This procedure not only increases the safety factor but also reduces the University's liability in case of injury. Unless there is an extreme emergency such as a fire, this procedure will be followed.
4. The responsibility of University employees in rendering aid to passengers in a stalled unit is to make certain the proper authority has been called and to talk to the passengers, reassuring and keeping them calm until the elevator mechanic arrives. In most cases, the elevator mechanic will arrive within 30 minutes. University employee(s) may aid the mechanic in removing passengers, but the actions performed will be under the direct supervision of the mechanic.
5. Inspections: All elevators shall be inspected semi-annually. All inspections shall be performed in accordance with referenced codes. Inspectors shall coordinate with the Offices of EHS&RM to conduct the inspection and testing. The inspection results shall be documented in a report sent to the Office of EHS&RM along with the requisite certificates. All discrepancies shall be listed in the report discussed with the Office of EHS&RM, and corrective measures shall be immediately addressed. Elevator equipment rooms shall be locked with limited access keys. Elevators found not operating shall be posted with "Out of Service" signs until a service technician can make repairs.

Asbestos Containing Material (ACM)

1. Provide technical information to campus personnel concerning health risks associated with ACM.
2. Respond to complaints, inquiries or suspicion of ACM:
 - a. Direct a qualified contractor to take samples and conduct laboratory tests.
 - b. Review the results and recommendations for abatement.
 - c. Direct abatement operations and ensure all work complies with federal regulations.
 - d. Re-test area(s) to verify ACM has been effectively abated.

Fire Protection

1. Help prevent inadvertent activation of fire detection and suppression systems.
2. Minimize disruptions of academic, administrative and social operations by carefully managing construction, maintenance or repair tasks with potential to activate fire alarm systems.

Energy Management and Sustainability

1. University faculty, staff and students will make every effort, collectively and individually, to assist the University in its goal to lower energy consumption, reduce expenditures on energy, and reduce greenhouse gas emissions. For example: if electricity usage at the University could be reduced through everyone committing to doing the simple actions i.e. sharing printers, fax-machines, copiers, etc., limit the use of individual microwaves, coffee makers, hot plates, refrigerators, radios, televisions, and similar personal, energy consuming devices the University's annual costs, and carbon emissions could be reduced, as well as electricity consumption.

Recycling

1. The University recycles not only because it is sound policy, easy to do, and helps the environment, but also because it reduces disposal cost and demonstrates the University's commitment to sustainable practices. Furthermore, the University is required to have a recycling program pursuant to regulations issued by State and City of Norfolk, Virginia. The University also must dispose of hazardous materials in accordance with U.S. Environmental Protection Agency regulations.

PUBLICATION

This policy will be widely distributed or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days' approval;

- Submit this policy for inclusion in the online Policy Library with 14 days of approval;
- Post the policy on the appropriate website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 04/06/2021
- Approval by, date, President 05/21/2015
- Revision History: 06/10/2016; 06/09/2017
- Supersedes: *None – New Policy*

RELATED DOCUMENTS

- OSHA 29 CFR 1910.1001 Asbestos Operations
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9995
- NFPA guidelines
<http://www.nfpa.org/codes-and-standards/standards-development-process/standards-council/council-members/standards-council-selection-guidelines>
- Virginia Code 36-105, Section D
<https://law.lis.virginia.gov/vacode/36-105/>
- Virginia Maintenance Code Chapter 6, Section 606.3
http://www.dhcd.virginia.gov/StateBuildingCodesandRegulations/PDFs/2006/2006_Virginia_MaintenanceCode.pdf
- ASME A17.1, Section 8.11 Guide for Inspection of Elevators
https://archive.org/stream/gov.law.asme.a17.2.2010/asme.a17.2.2010_djvu.txt

FORMS

There are no forms associated with this policy and procedures.