



## Fire and Building Codes

Periodic inspections of all OHSU buildings are conducted by both internal resources and the City of Portland for compliance with state and federal fire codes. These can lead to the identification and correction of conditions that might otherwise lead to loss of life and fire damage to property.

The following is a brief checklist of rules that all areas of OHSU must comply with:

- **Suite and office numbers must be clearly affixed in visible locations.** This applies primarily to entrances and main areas.
- **Exit-ways, stairways, fire escapes, pull stations, and fire extinguishers must be free from obstructions.** Do not use these areas, or areas in front of these, for storage.
- **Secondary exits must be clearly marked, and illuminated EXIT signs must be maintained, as appropriate.** Burnt out bulbs need to be reported ASAP.
- **Fire doors must be self-closing and must freely latch upon close.** These help minimize collateral damage in case of fire.
- **Wedges and door stops must never be used on fire doors.** These defeat the safety function of self-closing doors and are often accidentally left in place.
- **Extension cords are only allowed when their use is intended to be temporary.** Extension cords are a primary source of fires, as well as trip and fall hazards. They must not pass through doorways, and multi-plug adapters are not allowed. Use only medium- or heavy-duty cords when the need arises. Multiple outlet strips are acceptable if they are UL-listed, utilize 15-amp circuit breakers, and are a maximum of 15 feet long.
- **Electrical boxes and switches must have intact and undamaged cover plates installed.** These confine any wiring problems to within the safety of the junction box.
- **All electrical panels must be unobstructed and within easy access.** Thirty inches (30") of clearance must be maintained in front of these panels. If these are located in a closed room, signage must be displayed on the door.
- **Fire extinguishers must be serviced annually.** OHSU provides this annual service on all required units. In addition, hospitals and clinic areas are required by JCAHO to perform monthly inspections, and these are also performed by OHSU staff.

Problems or concerns with any above item should be reported to Facilities Management or Environmental Health and Radiation Safety.

