

School Storage Guidelines

This document is a guideline for school administrators, teachers, principals, and facility managers to ensure safety is prioritized in the event of an evacuation or fire. The fire and safety code requirements below detail how to store items within various rooms in a school, key room characteristics to look for before storing items in a room, and who to contact if you need to have some items removed from your school in order to maintain a safe learning environment.

Failure to comply with the fire and safety codes could result in fines, summons, and closure of the building by the Denver Fire Department.

Schools Leaders are solely responsible for ensuring their facility is maintained in a way that follows fire code guidelines. When representatives from the Denver Fire Department visit a school to conduct a site assessment, there is an assessment fee associated with that trip which is paid by DPS Facilities. If an order to comply is issued to a school following this initial visit, a second invoice is issued once Denver Fire returns to the site to ensure compliance. This second invoice is the responsibility of the school to pay and will be made available by the First Call Center upon receipt from Denver Fire.

The table below should be used whenever you or other school personnel are in the process of moving items out of the classroom to a different room or area within the school for temporary or permanent storage. Sections listed below Table 1.1 will detail specific code violations to avoid and guidelines to follow when storing items in those areas.

Room Description	Section to Reference
Storage Room	A, B, E, and H
Stairwells and Hallways	A, D, and I
Auditoriums and Stages	B, E, and F
Boiler, Electrical, and Mechanical Rooms	B, G and H
Elevator Equipment Rooms	G
Janitorial Closets	H and I
Kilns	C

Table 1.1

Section A: Sprinkler Systems

International Fire Code states in any room or area of the building with a sprinkler system present, storage should be maintained 18" below sprinkler head deflectors in any area of the building. In any room or area of the building with no sprinkler system present, storage should be maintained 2' or more below the ceiling.

Section B: Electrical Panels

OSHA and NEC guidelines state that any room with an electrical panel present requires clear working space around electrical equipment. The minimum clear distance is 3 feet and as wide as the equipment or 30 inches, whichever is greater.

Section C: Kiln Rooms and Heating Appliances

No items shall be stored within 36" of the kiln (or any heat source). If an electrical panel is also present, the above guidelines still apply. Clearance must be maintained between ignition sources, such as luminaires, heaters, flame-producing devices and combustible materials. In any room with a heating appliance, storage must be maintained in a way that allows at least a 3-foot clearance between stored materials and unit heaters, radiant space heaters, duct furnaces, and flues or the clearances shown on the approval agency label

Section D: Means of Egress and Stairwells

According to OSHA standard 29 CFR1910.35, a means of egress is a path from any point in a building to a public way. The means of egress must be an unobstructed path. Exit doors cannot be locked and obstructions such as backpacks must not sit in hallways. Items cannot be stored under stairs unless there are sprinklers under the stair case.

Section E: Main Floor and Basement Storage Rooms

Storing items indoors, whether on the main floor of a school or in the basement area, requires attention to access, fire prevention and protection, floor loading, and overhead hazards. Place or store materials so they do not interfere with access ways, doorways, electrical panels, or fire extinguishers. Do not obstruct access ways or exits with accumulations of scrap or materials. Aisles through stored materials must be maintained and wide enough to accommodate individuals and or firefighting equipment. Storage of materials in buildings shall be orderly and stacks shall be stable.

Section F: Auditoriums and Stages

When an auditorium and or stage is present ensure required exit access, exits, and exit discharges are continuously maintained free from obstructions or impediments to allow instant use in the case of fire or other emergency where the building area served by the means of egress is occupied. An exit or exit passageway shall be not used for any purpose that interferes with a means of egress. Storage of materials on or behind stages shall be orderly and stacks shall be stable.

Section G: Boiler, Electrical, Mechanical, and Elevator Equipment Rooms

No storage of combustible materials is permitted in boiler rooms, mechanical rooms, electrical equipment rooms, or in fire command centers. No storage is permitted in any Elevator Equipment Room.

Section H: Paint and Chemical Storage

Storing and handling paints, varnishes, or thinners requires special attention to flammability characteristics. Store and dispense paints, varnishes, lacquers, thinners, and other volatile paints or coatings according to their flammability characteristics as defined by their Material Safety Data Sheets (MSDS). Tightly close containers when not in use. Janitorial closets and supply cabinets are common areas within a school that accumulate various chemicals. The two main safety concerns with janitorial chemicals are proper storage and maintaining compliance with the hazard communication standard. To determine what type of storage container you need, you must first understand the OSHA definitions of flammable and combustible liquids. A flammable liquid is any liquid with a flashpoint lower than 100°F. A combustible liquid is any liquid with a flashpoint at or higher than 100°F. These two categories are further divided into different classes dependent upon their exact flashpoint and boiling point. This



classification determines the amount of liquid you can have before requiring a flammable safety cabinet or safety can. The OSHA standard that specifically deals with this topic is 29 CFR 1910.106.

Section I: Propane Storage

Storage of Propane (LPG) shall not be stored on or in roofs, basements, or any similar below grade locations. No propane storage within 10 feet of a building exit, and no storage shall be allowed within 20 feet of any opening, window, door vent, or similar opening location. Maximum storage quantities shall not exceed 2 pounds or (4 pounds when storing in cabinet). All other quantities in excess shall be stored outside in a lockable LPG cage.

Removing Items from a School

Below details how school leaders can remove items from a school to maintain compliance with the guidelines above. These are organized by waste category with common examples listed for each.

Hazardous or Universal Waste

Items to be removed: Paint, batteries, solvents, chemicals, lights (green-tipped or not), bio-waste.

DPS Supporting Department: Environmental Services

Removal Process: Submit request via TRIRIGA

Responsibility to Pay: Environmental Services

External Vendor Assisting with Removal: N/A

Notes: These items cannot go in the trash! Sharps containers are arranged through school nurses via Risk Management and is a by mail service.

eWaste

Items to be removed: Computers, projectors, televisions, smartboards, monitors, VCRs, laptops, printers.

DPS Supporting Department: DoTS

Removal Process: School contacts external vendor directly

Responsibility to Pay: School

External Vendor Assisting with Removal: PC's for People. **This vendor is only in place until July 31, 2019 – DoTS will be sending out a new RFP. Check updated Principal Handbook for updated vendor information.

Notes: Link to Vendor: <https://www.pcsforpeople.org/schedule-a-pickup/>

Textile Recycling

Items to be removed: Clothing and other textiles

DPS Supporting Department: Sustainability

Removal Process: Place items to be removed in collection bins available via USAgain on site



Responsibility to Pay: Free service through USAgain

External Vendor Assisting with Removal: USAgain

Notes: To obtain collection bin contact Eric Punkay - vendor will pay schools \$50 sign on bonus to add bin plus \$.05 per pound of clothing recycled. If your school does not want to have a USAgain bin, you can also contact ARC Thrift for an onsite pickup, or get items to Eric Punkay and he will arrange a pickup at Hilltop.

Furniture

Items to be removed: Old, excess, or unused classroom and office furniture.

DPS Supporting Department: Enterprise Management

Removal Process: Submit request for furniture removal through TheCommons.

Responsibility to Pay: School

External Vendor Assisting with Removal: N/A

Notes: Link to Commons: <http://thecommons.dpsk12.org/Page/1122>. **Additionally, an RFP has been posted July 2019 for new vendors to assist with Furniture removal process. The updated Principal Handbook will include those details when available.

Appliances

Items to be removed: Refrigerators, ovens, microwaves.

DPS Supporting Department: N/A

Removal Process: School contacts vendor directly

Responsibility to Pay: School

External Vendor Assisting with Removal: Junk Kings or Unwanted Appliances

- Junk Kings: 720-648-6708
- Unwanted Appliances: 303-430-7142 (www.unwanted.com)

Notes: Important fridges are disposed of properly as they contain refrigerant that must be removed by a certified company. **Appliances are also included in the July 2019 RFP so new vendors will be available and communicated to schools when available.

Books & Textbooks

Items to be removed: Textbooks, library books, outdated curriculum materials.

DPS Supporting Department: Library Services and Curriculum

Removal Process: Email Jeff Stephens (jstephens@textbookfare.com) at Textbook Fare with estimate of volume of discarded materials and location for pickup. For library items also notify Suzanne Tonini (DPS), and for outdated textbooks/curriculum items notify Brandy Burdick (DPS).

Responsibility to Pay: Free service



External Vendor Assisting with Removal: Textbook Fare, Scope International

Notes: Vendor will potentially pay us for books if still relevant

Recycling

Items to be removed: Recyclable material.

NOT ACCEPTED FOR RECYCLING (CONTAMINANTS)

- No Garbage
- No Plastic Bags
- No Styrofoam of any kind
- No Foil 'Yogurt' Lids
- No Microwave Popcorn Bags
- No Waxed Cardboard
- No Plastic Tubes, such as toothpaste or hair gel tubes
- No Cassettes, DVD's, CD's, or Plastic Cases
- No Garden Hoses or Plastic Tubes
- No Plastic Shrink Wrap
- No Toys
- No Fuel Canisters (camping tanks)
- No Paper Plates
- No Paperback or hardcover books
- No Scrap Metal
- No Ceramics
- No Candy or Food Wrappers
- No Potato Chip Bags
- No Plastic containers marked as "compostable" or "PLA"
- No Bubble Wrap or Envelopes with Bubble Wrap inside
- No Plastic Flower Pots
- No Glassware or Window Glass
- No Yard Waste

DPS Supporting Department: Sustainability

Removal Process: Purple recycling dumpster or carts on site

Responsibility to Pay: DPS Facilities

External Vendor Assisting with Removal: City and County of Denver

Notes: Acceptable items and school collection days can be found here:

<https://www.denvergov.org/content/denvergov/en/trash-and-recycling/recycling/what-can-be-recycled.html>. If schools order large amounts of furniture, it is the responsibility of the vendor to remove all excess cardboard.

Classroom and Building Decorating Guidelines

Creating a unique and personal learning environment for every classroom is encouraged; however, to ensure that district standards and regulatory codes are met, Facility Management recommends the guidelines below while creating an inclusive space for students and staff.

For Full memos and further resources, please visit First Call on the Commons and view Maintenance Resources.

Questions? Contact First Call at 720-423-4020 or via email at FirstCall@dpsk12.org

White Boards and Displays of Artwork and Other Material

- Items that need to be installed by drilling into the wall must be hung by Facility Management

- Request can be entered by your Facility Manager

- Mini twinkle or holiday lights are not approved
- Can **ONLY** be hung with sticky tack or another material that **WILL NOT** damage the walls or paint
- **NEVER** hang materials from electrical fixtures, fire suppression or fire detection systems
- Materials cannot impair the visibility of the exit signs, fire alarm strobe or affect the spray pattern around fire sprinklers
- Doors cannot be covered and all materials must be 3 feet from the door.
- Exterior windows cannot be covered
- Crepe Paper cannot be hung on the wall in any capacity
- Do not create any consistent line of combustible material across the room (i.e. pennant flags on a string hung from corner to corner in the room)
- If line does not create a potential for a consistent line of combustible material (i.e. material has a fire retardant) the string of material must be over 7' from the floor.
- Material cannot be hung diagonally from corner to corner
- Material hung parallel with a wall must be 6" from wall
- Ceiling structure must be capable of supporting materials

Interior Banner

Interior banners must meet building code and Denver Fire Department requirements and must follow applicable DPS guidelines and standards.

- Per the Denver Fire Department banner(s) placement:
- Cannot obstruct view or access to egress
- Cannot obstruct view of any exit, emergency strobe lighting or emergency lighting (frog eyes)
- Cannot obstruct fire sprinklers
- Banners must be at least 7' to 8' away from the sprinkler heads (pendent, upright or sidewalls)
- Cannot obstruct fire detection system
- Minimum horizontal distance to smoke detector is 12"
- There must be one detector between banners hung from ceiling
- Must be 7' clear height (height from floor to bottom of banner)
- Flame resistant in accordance to NFPA701
- Ensure that banner placement will not interfere with security cameras, motion detectors, air supply or air relief/return



Materials on Wall Space (per Denver Fire Department)

- Classroom wall coverage may not exceed 40% of wall area
- Corridor wall coverage- may not exceed 20% of wall area

(Calculation is Height from the floor to ceiling multiplied by the length of each wall excluding door and window openings.)

Electrical Classroom Capacity

Denver Public School classrooms are designed to power standard classroom equipment. Below is a list of standard classroom equipment identified in this calculation. Additional power needs may come at a cost to the school.

Standard classroom equipment is identified as:

- Projector (1 per classroom, 340watt each)
- Audio Enhancement System (1 per classroom, 20watt each)
- Document Camera (1 per classroom, 18watt each)
- Interactive White Board (1 per classroom, up to 180watts each)
- Teacher's Workstation consisting of computer (laptop or desktop), handheld learning device, personal communication device (1 station per classroom, up to 260watt each)
- Student Electronic Learning Devices (1 per Student, up to 35 per Classroom)

Furniture

- Furniture may not be placed in front of any doors or unit ventilators or heaters
- Shelving may not be hung by school staff and must be installed by Facility Management.
 - *Request can be entered by Facility Manager*
- Be thoughtful when purchasing or bringing in soft furniture. Soft furniture can harbor pests

Electrical Outlets

Do not "Daisy Chain" the surge protectors. Whenever possible plug equipment directly into the electrical outlet.

Storage

Storage cannot be placed in front of any exits or in front of any paneling (including electrical or fire), water shut off or HVAC equipment (i.e. unit ventilators or heaters). Storage must be at least 2' from the ceiling– cannot be placed up to ceiling.

Cool Down/De-Escalation Rooms

Schools with needs for a cool down or de-escalation room(s) may need further assessment to ensure that the safety of the student and integrity of the building is maintained. This assessment can include room placement, equipment, fixtures and adaptability of the room. If you are looking to convert a room into a 'cool down' space, please reach out to Facility Management for guidance and next steps.



Facility Modifications

All building or fixture modifications must be approved by Facility Management to ensure safety and esthetics of our students, staff and community. Any requested modifications must follow the Alternate Funding process initiated by your Facility Manager.