Mechanical, Telecommunications and Custodial Areas

Summary/Purpose: To provide guidance for the use and access to rooms or closets containing mechanical and electrical equipment, communications facilities, and custodial supplies.

General

The term “equipment rooms” identifies any rooms, closets or defined spaces used by the Physical Plant and/or Telecommunications to house infrastructure necessary to service the needs of occupants of a building.

Equipment rooms in buildings contain custodial, heating, air conditioning, electrical, water, and telecommunications equipment necessary to serve the building. The equipment is dangerous to personnel entering the rooms who are not trained or familiar with the equipment or the high voltage that may be present.

Telecommunications rooms contain sensitive voice, video, and data equipment to serve the needs of faculty, staff, and students. Security requirements are mandatory to prevent illegal access to personal voice and data information by unauthorized personnel.

Custodial closets contain chemicals used in the day-to-day cleaning of buildings. An untrained person can be unnecessarily exposed to chemicals that may result in serious injury.

Policy

The use of equipment rooms for anything other than the designed purpose, especially storage, is prohibited by International Fire Code (section 315.2.3) which states that combustible materials shall not be stored in equipment rooms.

Access to equipment rooms is restricted to Physical Plant, Telecommunications Center, and authorized vendor personnel under the supervision of UM Staff. All equipment rooms will have high security locks and keys.

To prevent unauthorized access to equipment rooms, only Physical Plant or Telecommunications Center personnel will have access to high security entry keys.

Maintaining the security and access integrity of mechanical rooms ensures the safety of the building and occupants from unnecessary exposure to the hazards of fire, chemical injuries, and vandalism.