



Important!

DATE: October 21, 2010

TO: All LAUSD Administrative Headquarters Staff

FROM: Morlin Asset Management
Central Facilities Management

RE: FIRE DEPARTMENT INSPECTIONS
Beginning November 1, 2010
LAUSD Administrative Headquarters

Beginning Monday, November 1, 2010, the Los Angeles Fire Department will be conducting detailed safety inspections of LAUSD Administrative Headquarters. The Fire Department will issue citations for non-compliance with fire codes.

In anticipation of these inspections, building management staff will be performing pre-inspections over the next 10 days to insure that all departments and staff are in compliance with Fire Department rules and regulations. These regulations are in place to insure that all District staff and visitors are in a safe working environment. Notices will be issued to the departments and individuals that are not in compliance with the requirements outlined below. **Corrections must be completed prior to November 1, 2010.** Please contact the Office of the Building at (213) 241-1320 for assistance.

Path of Travel

We cannot overemphasize the importance of maintaining clear paths of travel throughout the building. In an emergency, visibility may be minimized due to smoke or if power to lights is off. It is critical that all staff and visitors be able to move from their workstations, offices and meeting rooms to the stairwell exits without tripping over boxes or furniture. As indicated below, the fire code and LAUSD require minimum clearance within aisles and corridors to keep exit routes clear:

1. **Aisles and Corridors:** There should be an unobstructed path of travel of minimum 44" in the main corridors and minimum of 36" in the secondary corridors. This means:
 - a. No furniture, boxes, chairs, file cabinets, plants or any other objects should infringe on this path.
 - b. There should be no open bookcases in the aisles that can result in books or other materials being dislodged and blocking the path of travel.

2. Private Offices: Within an enclosed office, there should be a recommended 36” unobstructed pathway to the door when you leave your desk or visitor chairs.
3. Storage and Break Rooms: All storage rooms should maintain a 44” clear pathway between file cabinets and furniture – measured with the drawers closed.
4. Conference Rooms: There should be 36” of clearance between the edge of the conference table to walls or other furniture (cabinets, boxes, chairs along wall, etc.)
5. Unauthorized Storage Areas: To avoid fire hazards and to keep lobbies clear, no items should be stored in elevator lobbies (including the freight lobbies), stairwells, electrical or ITD closets, or any non-designated storage areas.

Fire Sprinklers

We also need to make sure our fire sprinkler systems are not blocked in any way. Hanging decorations or other items from the ceiling could block the distribution of water to the fire. In order to insure that fire sprinklers have the maximum effectiveness, the area 18 inches below the ceiling must be clear of all objects such as boxes, plants, files, personal items, etc. *This is also true of storage rooms – do not stack boxes on the top shelf if that will leave less than 18 inches of clearance.*

No items should be hung from the ceilings. Certain building standard department signage has been placed with consideration for sprinkler coverage. No other items should be hung from the ceiling and certainly not from the sprinkler heads.

Earthquake Safety

To avoid the risk of personal injury or blocking paths of travel:

1. Please remove all items from the tops of your workstation cabinets, file cabinets and bookcases. Flying objects can hit someone or block exits.
2. Bookcases, file cabinets and other furniture over 48 inches high must be properly secured with strapping. This will minimize the risk of heavy furniture falling on someone or blocking the path of travel. Contact Morlin to arrange for proper attachments.
3. Insure that there is sufficient space under your desk for you to “Duck, Cover and Hold.” You want to be sure you have a spot to avoid falling debris.

Ongoing Inspections and Compliance

The above requirements must be adhered to at all times – not just for LA Fire Department inspections. Everyone should maintain their areas as required for the safety of all. In addition to the November inspections, note the following:

1. Periodically, on an unannounced basis, building staff will survey the entire building for code violations and issue compliance mandates.
2. Staff will have one week to correct any violations. Please note that if there is extra furniture in your department, you may request that it be removed to salvage.
3. Should you have extra file boxes, please arrange with your supervisor for central storage or electronic scanning.
4. A corrective action memo will be issued to you and your supervisor. The second infraction will result in the removal of property and/or notification of the Chief of Staff.

Please contact Morlin at (213) 241-1320 immediately if you need assistance in correcting any of the above named issues or if you have any questions. Thank you in advance for your cooperation.

Building safety is *everyone's* responsibility!