



Subject: **FIRE PREVENTION**

Policy No. 136

**APPLICATION**

All New York University academic, commercial and residential facilities.

**PURPOSE**

To increase awareness in all University personnel of the measures to be taken to prevent the inception of fires.

**POLICY AND GENERAL INFORMATION**

1.0 Fire Prevention

Every University employee must be aware of potential fire hazards and make a continuous effort to prevent the occurrence of a fire. More information can be found on Environmental Services website at <http://www.nyu.edu/environmental.services/firesafety.shtml> .

1.1 Prevention Through Housekeeping

Good housekeeping helps eliminate opportunities for fires to start. All University personnel must practice good housekeeping. Specific practices follow:

1.1.1 Strict control must be maintained over the reception, distribution and storage of volatile liquids. These materials must be kept in approved containers and stored in strict adherence to packaging instructions. (See Policy No. 105, "Handling and Storage of Combustible, Flammable and Explosive Chemicals in Labs".)

1.1.2 Waste rags and cloths used with solvents must be stored in approved containers.

1.1.3 Outside contractors must be alerted to the location of flammable liquids, gases and materials.

1.1.4 Strict control must be maintained over shop materials such as paints, thinners, scrap and shavings. Strict control must also be maintained over maintenance materials such as solvents and caustics.

1.15 Indiscriminate spray painting with lacquers and oil base paint is extremely hazardous. Such activity must be restricted to specially prepared shielded and ventilated areas. Tools used in such activity must be non-ferrous and non-sparking.

1.1.6 All used and unused film (regardless of size and type) and computer tape must be stored in approved areas.

ISSUE DATE	REPLACES	ORIGINATOR	APPROVAL
11/05	01/02	ENVIRONMENTAL SERVICES	SR. VP OPERATIONS AND ADMINISTRATION

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**1.2 Prevention Through Engineering and Maintenance**

- 1.2.1 Explosion-proof electrical equipment must be used with all refrigerators in which potentially explosive mixtures are kept.
- 1.2.2 Electrical installations must be made in accordance with NFPA 70, "National Electrical Code", and local codes. Heating and ventilating equipment must also meet the appropriate codes and must only be altered by qualified engineers.
- 1.2.3 All electrical devices should be fitted with three-prong plugs. If two-prong plugs with adapters are used, the grounding cord must be connected to the outlet ground screw or be of double insulated construction with a UL listing.
- 1.2.4 Employees other than qualified electricians are prohibited from attempting electrical repairs or temporary installations. Trained building engineers may change light switches, receptacles and ballasts, replace fuses and reset breakers.

**1.3 Prevention Through Individual Conduct**

- 1.3.1 Smoking is prohibited in all NYU buildings.
- 1.3.2 Hot work tasks (i.e. use of open flames, hot plates, etc.) shall not be conducted in areas where flammable/combustibles are used or stored. See policy # 138 on Hot Work Permits.