

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 Facilities Management 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.

High voltage electrical rooms on campus currently contain transformers with incoming primary power of 12,470 volts. The terminals for these transformers are open air and uninsulated. It is particularly dangerous for even Facilities Management personnel who are not trained in high voltage safety to enter these rooms and electrical vaults. These areas need to be keyed separately and keys for these rooms be issued to a small group of qualified persons only.

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.

All mechanical rooms need to be cleared of office paraphernalia such as chairs, tables, boxes of paper and office electronics that are currently stored in them. This equipment, if no longer in use, needs to be taken to procurement for disposal or stored elsewhere.

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 Facilities Management, 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 Facilities Management or Telecommunications Center personnel will have access to high security entry keys.

The University of Mississippi

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, mechanical, electrical, injuries, and vandalism.