

Common Fire Safety Violations

The following are common safety violations found in classrooms, offices, and common spaces on campus.

1. **Exit routes** must remain clear and not blocked by obstructions, such as cabinets, chairs, or boxes in the pathway or egress hallway.
2. **Exit signs** must be visible and illuminated at all times and not obstructed.
3. All **4 feet or taller bookcases and cabinets** must be secured to the wall to eliminate a tip over hazard.
4. All **compressed gas cylinders** must be secured to the wall with restraints to prevent tip over.
5. Materials stored on top of shelves or cabinets may not be closer than 3 feet to the ceiling. Stored materials above your shoulder height shall also be secured so it will not fall.
6. **Fire extinguishers** should be mounted in plain view and easily accessible.
7. ONLY approved **portable heaters** are allowed. Heaters **MUST** be plugged directly into the wall, and unplugged when not in use. Heaters **MUST** be 3 feet away from any combustible material.
8. Do not plug more than one **power strip** into an electrical outlet.
9. **Extension cords** and multi-plug adapters are not allowed. Replace extension cords with approved surge protectors.
10. Do not hang or suspend any items from **sprinkler pipes** or sprinkler heads.
11. **Hazardous materials**, such as cleaning products and chemicals used for instruction, shall be stored in approved, secure locations. Science chemicals and very hazardous materials must be kept in hazardous materials cabinets.
12. **Excess paper**, other supplies, and combustible materials should not be allowed to accumulate. If items are identified as Surplus, they must be removed from the building.

Please correct any violations if found in your work area. Work orders can be submitted to <https://request.fpm.pdx.edu/ready/>.

Depending on the safety issue identified, your department may be responsible for the billable service.