

Central Virginia Community College Policies
II - General Administrative Policies
Mechanical Rooms



Policy #:	CVCC0040
Effective:	__/__/__
Revised:	11/14/2022
Responsible Dept.:	Facilities
Other Policy References:	NA

Mechanical Rooms shall always be kept clean.

Walkways shall be free and clear of any trip or slip hazards.

Look for and report any signs of leaks, drips, or standing water.

Make sure all entry and exit doors are in proper working order and free from obstructions.

Make sure electrical panels are free from obstruction and have at least 3 feet clearance in front of them.

Electrical Transformers should have a working clearance of at least 3 feet in front and around them.

Floor drains should be inspected and clear of obstructions and debris on a regular basis.

Guards and or barriers shall be placed so direct contact cannot be made with hot surfaces where it is not insulated. Belt guards or other safety guards are to be installed to protect against directly contacting moving parts.

Combustible materials are not to be stored in boiler rooms, mechanical or electrical rooms.

Supplies or material needed to work on the mechanical equipment in a mechanical or electrical room may be stored in the room if the proper clearances around the mechanical and electrical equipment are followed.

Materials or supplies stored in a mechanical room must be maintained 2 feet or more below in a non-sprinkled mechanical room and cannot be stacked more than 18 inches below a sprinkler head in a sprinkled mechanical room.