



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.16, Access to Building Equipment Rooms and Tunnels

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish a standard procedure for controlled access, security and general housekeeping of all TTUHSC El Paso equipment rooms and tunnels. Authorized personnel have access to these areas in order to maintain security of facilities and equipment, safety of employees, patients and students, and to meet various standards, codes, and practices such as those outlined by the National Institute for Occupational Safety and Health (NIOSH). This HSCEP OP applies to all TTUHSC El Paso campus locations.

REVIEW: This HSCEP OP will be reviewed on September 1 of each even-numbered year (ENY) by the Senior Director of Facilities Operations and Maintenance - Physical Plant, the Senior Director of Safety Services – Physical Plant and the Managing Director for Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revisions submitted to the Chief Financial Officer (CFO) or designee by September 15.

POLICY/PROCEDURE:

1. The goal of this HSCEP OP is to maintain security and safety standards and minimize risks and hazards within building equipment rooms and tunnel systems. It is the responsibility of all supervisors and administrative heads to implement and maintain the policies and procedures outlined in this document to control unauthorized access to these highly dangerous areas.
2. TTUHSC El Paso will endeavor to comply with the intent of appropriate codes, standards and federal and state legislation, including the National Fire Protection Codes, Occupational Safety and Health Administration, Industrial Security Regulations, Life Safety Code and other best practices which relate to the TTUHSC El Paso Safety and Security Programs.
3. Responsibilities for the control of access and general housekeeping of building equipment rooms and tunnels:
 - a. **General.**
 - (1) Under safety classifications, equipment rooms and tunnel systems should only be accessed by qualified personnel and may be considered confined spaces which have the potential for causing injury and/or illness for persons not properly protected and/or lacking the knowledge of safe operation. Any necessary personal protective equipment (PPE) will be utilized by persons accessing these areas.
 - (2) The equipment rooms and tunnel systems will be secured at all times. Security is essential for safety, reliable operation, and for the security of the entire building.

All TTUHSC El Paso equipment rooms and tunnel systems are off-limits to unauthorized personnel. Authorized personnel are defined as qualified Physical Plant/Facilities Operations and Maintenance (FOM) employees who are required to perform operational checks of and maintenance on mechanical room equipment and systems. All other personnel will not be permitted into these areas unless

accompanied by an employee of Physical Plant/FOM or a Texas Tech El Paso Police Officer.

- a) Temporary access for performance of work requires authorization by the Senior Director of FOM after completion of formal safety orientation. Additionally, notification and authorization by the Managing Director for Physical Plant and Support Services should be obtained.

b. **Physical Plant/FOM Supervisors.** FOM Supervisors and Foremen or designee are responsible for instructing personnel under their direction to maintain security, proper maintenance of equipment and safe housekeeping standards in all TTUHSC El Paso equipment rooms and tunnel systems. These responsibilities include, but are not limited to, the following:

- (1) Assure that the only items stored within equipment rooms and tunnel systems are emergency standby parts critical to that equipment;
- (2)
- (3) Assure that equipment rooms and tunnel systems are secured and lights are turned off when not occupied; and
- (4) Maintain equipment rooms and tunnel systems in a clean and orderly manner and assure that equipment items are maintained to the highest standards.

c. **Employees and Students.** TTUHSC El Paso employees, other than Physical Plant/FOM personnel, are subject to all TTUHSC El Paso security and safety regulations. Compliance is vital to the security and safety of personnel and facilities. Rules to be followed include:

- (1) Use only authorized storage areas for personal property.
- (2) Do not enter any equipment rooms or tunnel systems except with qualified Physical Plant/FOM personnel or special approval.
- (3) To ensure proper action, any unsafe condition should be reported through routine channels to Physical Plant/Business Services Work Control for resolution.