

CAMPUS DOOR POLICIES

Propping Doors

The propping of doors is prohibited throughout all of campus. This is a violation of both Facilities Services Door Policies & Procedures, as well as a violation of state law (<https://www.firemarshal.ks.gov/documentcenter/view/389>). Door propping is only acceptable when the door is held open by a device that is tied into the fire alarm system of the building.

Tampering with Door Hardware

No door hardware shall be altered, removed, or tampered with in any way, except by qualified Facilities Services personnel. (2006 IFC Code: 703.2)

Adding Hardware, Signage, & Décor to Doors

No doors, frames, or windows shall have any hardware, signs & advertisement, or decorations added to them without prior authorization from Facilities Services Lock Shop & Fire Safety. (2006 IFC Code: 1028.5)

- **Who can add hardware to doors?** Hardware is only to be added to doors solely at the discretion of the department of Facilities Services.

- **Where can I post signage?** Signs, advertisements, posters, etc., should never be added to doors or windows for any reason. This can block and impede the view when exiting or entering a building and damage windows and doors by leaving behind residual substance. It also violates ADA compliance for field of view. There are memo boards in the building that can be utilized for these specific purposes.

- **Why is décor such an issue?** Why decorations are fun and festive, they can increase the risk of a fast-spreading fire by impeding readily accessible exits; blocking, camouflaging, or impeding an exit in the case of an emergency. Decorations can also prevent door hardware from latching correctly, allowing fires and smoke to spread unimpeded. Décor has permanently damaged the finish of doors and frames as well, costing thousands of dollars in repair for departments and the University as a whole.

Removing Door Hardware

No door hardware under any circumstance shall be removed from a door or door frame. This is punishable by both federal and state law. Door hardware is only to be removed by qualified Facilities Services personnel at the approval of University Lock Shop & Fire Safety.

Maintenance of doors

No doors shall have any maintenance performed on them except by the Facilities Services Lock Shop. This includes lubrication of any hardware found on a door, lock or frame. Specific lubricants, including WD-40 are harmful to the internal mechanics of door hardware and become an attractant for residual dirt.

Storage of items in Door Egress

Obstructions shall not be placed in the width of a means of egress. Meaning, no items shall be placed or stored within the space of a doorway for any reason whatsoever. A doorway should have a reasonable means of exit in the case of an emergency and should not be locked, blocked or obstructed. A door must also be able to always open to a full ninety degrees. (2006 IFC Codes: 1003.6, 1028.2)

State Fire Marshal Fire Door Booklet

<https://www.firemarshal.ks.gov/DocumentCenter/View/627/Fire-Rated-Door-Booklet-PDF?bidId=>

Doors FAQ's

- My lock is sticking, and I hate to bother someone else with the issue. Is it okay for me to spray WD-40 in the lock? **Answer:** No. Facilities Services is here to be utilized for these specific purposes. The Lock Shop uses specific lubricants for fixing door hardware, locksets and key cylinders. WD-40 is an improper lubricant and will cause your issue to further in the future, and could possibly not alleviate the source of the issue.
- My door has a magnet that holds it open, can it still be utilized? **Answer:** Yes. The magnet is designed to hold the door open and release the door when the fire alarm in the building goes off.
- I need to relocate items out of the area, can I prop open the door momentarily? **Answer:** Yes. The door may be TEMPORARILY propped open using a rubber door wedge *underneath* the door to allow the transportation of items in or out of a space, but the door wedge must be removed *immediately* following the activity. Please do not use anything to wedge a door open on the hinge side of a door, *only* underneath.
- The room isn't comfortable and is too hot or cold, can I prop the door open? **Answer:** No. You will need to contact Facilities Services at ext.3444 and have them check on the HVAC system for your area.
- My office door shuts automatically, can I disconnect the door closer? **Answer:** No. The door is designed to close automatically. Altering the door is a violation of Kansas fire code (2006 IFC 703.2) and could cause damage to university property, injury to persons, and loss of life. No door hardware under any circumstances should be altered or removed and is a violation of state and federal law.
- What harm can come from propping a door open? **Answer:** Doors are your first line of defense in the event that a fire occurs. They slow the spread of smoke, heat, and flames allowing occupants of the building ample time to evacuate the premises. This also helps reduce potential damage to the building. The mistake of leaving one door propped open can have catastrophic effects on the rest of the building, as well as personal life. They must be kept closed.