

FACILITIES MANAGEMENT STATUS REPORT
June 10, 2003

RE: Loss Prevention Report dated 02.19.2003
Schirmer ID # 07416

I. General Recommendations

00-02-02-66 *Numerous televisions on carts were found unsecured. Televisions should be secured to the audio visual cart to prevent up set and possible injury. (WV BRIM)*

Recommendation will be forwarded to Media Services Department for address.

01-01-01-80 *Quarterly 2 in. drain (main drain) tests should be resumed on the sprinkler systems with the results posted on a tag near the riser. Sprinkler alarms (valve supervision and water flow) should also be tested at this time. Written results should be kept of all tests for review. Failure to conduct these tests could result in an impairment of the system going undetected. (NFPA 25)*

This is being done under current sprinkler system testing contract.

88-10-52-41 *Monthly recorded inspections should be made of all sprinkler valves for open position and the date recorded on a tag. (NFPA 25)*

Will be addressed by in-house work order.

91-11-23-45 *The fire doors to sleeping rooms and storage rooms should be provided with listed door closures to help prevent the spread of smoke and fire. (NFPA 101)*

Meets applicable code. Recommendation will be implemented as resources and opportunity allows.

91-11-24-45 *To prevent the horizontal spread of smoke and fire, smoke barriers should be provided in the dorm corridors over 150 ft. in length. The new walls should be floor to floor/roof slab above. (NFPA 101)*

Meets applicable code. Recommendation will be implemented as resources and opportunity allows.

92-09-26-10 *For early detection and notification in the event of a fire, each sleeping room should be provided with an approved single-station smoke detector. The smoke detector should be powered from the building's electrical system. (NFPA 101)*

Meets applicable code. Recommendation will be implemented as resources and opportunity allows.

93-11-37-26 *To help assure occupants are aware of emergency exit locations, a floor diagram reflecting the actual floor arrangement, exit locations and room identifications should be posted in every sleeping room or in the corridor in the dormitories. (NFPA 101)*

Under development; will post when completed.

95-01-10-20 *Ground-fault circuit-interrupter protection should be provided on the electrical outlets within 6 ft. of the sinks at the following locations: (GASP)*

c) Science Hall original building labs.

d) Science Hall – Phase I and II labs. (Done in part)

e) Stutzman-Slonaker Hall labs.

Meets applicable code. Many areas have been enhanced with additional devices.

98-01-20-10 *The fire alarm systems should be tested in full annually. A detailed report should be made to management and a copy retained at the site. Any deficiencies should be noted and promptly corrected. Currently testing is done randomly. (NFPA 101 and NFPA 72)*

Being done under in-house fire systems inspections.

98-01-22-66 *The damaged and deteriorated areas of the sidewalks, driveways and parking lots should be repaired to provide a reasonably even surface and to help reduce the number of tripping hazards. (On going) OSHA 1910.22*

Complete. Will address new conditions as they develop. Addressed in an ongoing as needed basis.

II. Administration – Recommendations

91-11-16-66.1.1 *The front sidewalk and rear exterior stairs should be improved as follows: (NFPA 101 and GASP)*

b) Proper stairs should be provided in place of the steep black top ramp at the rear of the building to provide a safe walking surface.

Entrance walkways have been repaired. Item b) will be addressed as opportunity and resources allow.

III. Boteler Hall – Recommendations

90-11-34-10.1.1 When the valve supervisory alarms are tested, a “trouble” alarm is transmitted to the alarm panel. The valve devices should note “supervisory” alarms. Wire problems should note “trouble.” Necessary repairs should be made. (NFPA 72)

Repair options are under evaluation.

99-01-01-10.1.1 The fire alarm panel is in trouble. Necessary repairs should be made to restore the system to normal operating condition. (NFPA 101 and NFPA 72)

Repair options are under evaluation.

IV. College Center – Recommendations

00-02-08-35.1 The automatic extinguishing system over the deep fat fryer does not appear to be properly protecting. The manufacturer of the system should be contacted. If not properly protected the dry chemical system should be extended to protect this device. (Unable to confirm.) (NFPA 96)

Currently meets code, letter on file from Fire Safety to verify.

V. Creative Arts Center – Recommendations

01-01-02-66 Chemical storage in the print shop should be improved as follows: (GASP)

b) The nitric acid cabinets under the front fume hood should be marked “DANGER OXIDIZING ACIDS.”

Signage to be ordered and installed by September 2002.

02-01-01-25 Exit doors from the music theater should be provided with approved panic hardware to allow easy opening in the event of an emergency. (NFPA 101)

Meets applicable code. Recommendation will be implemented as resources and opportunity allows. Addressed by work order #2028.

02-01-02-25 Exit corridors in Wing A should be kept clear at all times to allow easy access in the event of an emergency. (NFPA 101)

Recommendation was forwarded to department regarding housekeeping and life safety practices.

02-01-03-66 *The emergency shower and eyewash station in the print shop should be tested annually for proper operation. Written records of the tests should be kept for review. (OSHA 1910.1450)*

Will be tested quarterly via internal maintenance scheduling.

02-01-04-82 *The sprinkler system should be extended to the room that was added in Room A156. (NFPA 13)*

Sprinkler system will be extended as recommended.

02-01-05-20 *At the stage light control area, the temporary lights and extension cords should be replaced with approved permanent fixtures wired in accordance with the National Electrical Code. (NFPA 70)*

Electrical wiring will be replaced as needed.

02-01-06-10 *The ball valve to the sprinkler system waterflow switch should be supervised or the pressure switch replaced with a vane type flow switch. (NFPA 72)*

Will complete by January 2003. See work order #2023.

02-01-07-55 *Storage should be removed from the electrical panel closet that is off the music hall sound/light booth.*

Storage items will be removed by the department.

02-01-08-55 *Housekeeping should be improved in the mechanical room by installing shelves for the housekeeping supplies. (OSHA 1910.176)*

Items will be sorted and organized, with shelving installed for housekeeping supplies and remainder to be removed as appropriate.

03-01-01-66 *The steel bars holding up equipment in the stage shop should have a stop installed to prevent equipment falling off the bars.*

Recommendation will be forwarded to department for address.

03-01-02-83 *The sprinkler protecting the left rear of the music theater is obstructed by new ceiling mounted duct. The sprinkler should be repositioned or an additional sprinkler installed.*

Is being addressed by work order #2027.

03-01-03-55 *Room A17 should be kept clean and orderly.*

Recommendation will be forwarded to department for address.

03-01-04-55 *All storage should be removed from the electrical room off the stage shop.*

Recommendation will be forwarded to the department for address.

03-01-05-20 *The worn and frayed electrical power cord to the table saw in the stage shop should be replaced with new cords to reduce the possibility of electrical shock and fire.*

Recommendation will be forwarded to the department for address.

03-01-06-50 *In the stage shop, gas cylinders should be secured in the upright position using chains to reduce the possibility of falling.*

Recommendation will be forwarded to the department for address.

03-01-07-20 *In the stage shop, additional grounded electrical outlets wired in conduit should be provided to avoid the use of extension cords or multiple outlet plugs.*

Recommendation will be forwarded to the department for address.

03-01-08-60 *The grinder in the shop should have its tool rest adjusted to within 1/8 in. of the grinding wheel to reduce the possibility of material becoming caught in the wheel.*

Recommendation will be forwarded to the department for address.

03-01-09-26 *The main theater sound booth and stairs should be provided with emergency lights for illumination in the event of power failure.*

Will install wall packs via internal work order.

03-01-10-66 *Proper handrails should be provided on the wall side of the stairs in the music theater.*

In progress via work order #2029.

98-01-17-80 *(Revised) The preaction sprinkler valve on the theater stage (valve slightly cracked open or the sprinklers plugged) should be trip tested annually. (NFPA 25)*

Covered under current systems inspection contract.

99-01-04-45 *The proscenium wall curtain did not drop when tested until several minutes passed. The cause should be investigated and necessary repairs made. It appears that excessive play is in the release rope. The instructions for resetting the curtain should be obtained and posted. It appears that excessive play is in the release rope. Comment: The current 19997 Life Safety Code requires only a fire curtain or a closed head water curtain installed in accordance with NFPA 13-5-3.7. With the state fire marshal's approval it may be possible to convert the manual deluge system (no automatic detection) to a closed head water curtain. Changing the deluge system to a water curtain will reduce the chance for accidental discharge. (NFPA 101)*

Meets applicable code. Recommendation will be implemented as resources and opportunity allow.

99-01-07-50 *An additional RM Approved or UL listed flammable liquid storage cabinet should be provided for mineral spirits in Room 09 and 09A. (NFPA 30)*

Recommendation will be forwarded to department for address.

VI. Gardiner Hall – Recommendations

00-02-13-26 *The exit door from the lower level corridor into the health clinic was found locked. The door should be able to be opened from both sides in an emergency. It may be possible to interlock the door with the fire alarm system so the door opens with activation of the fire alarm, a pull station at the door and the loss of power. The state fire marshal should be contacted for this approval of the arrangement. (NFPA 101)*

Recommendation will be implemented as resources and opportunity allow.

02-01-09-35 *The standpipe should be improved as follows: (NFPA14)*

- a) *The location of the standpipe feed should be located and marked. The plumbing plans show the valve above the ceiling near the hose cabinet.*
- b) *It appears that a check valve is installed in the fire department connection line to the standpipe. If this is the arrangement, the valve is not permitted and should be removed.*

Will investigate to confirm general observation.

85-02-13-45 *The stainless steel doors to the trash chute should be repaired to fully close and latch. (NFPA 82)*

Will complete by December 2002.

VII. Health and PE Building – Recommendations

00-02-15-80 *The annual dry pipe trip test report dated in July 1999 notes that the attic dry pipe sprinkler system failed to trip when the inspector's test valve was opened. The cause should be investigated and necessary repairs made. A new timed trip test should be made. (Unable to confirm. No reports available.) Comment: A trip test should be conducted annually. (NFPA 13)*

Completed as noted by contract services.

02-01-11-10 *The ball valve to the dry pipe system alarm line should be supervised to prevent tampering. (NFPA 72)*

Meets applicable code; will consider recommendation.

02-01-13-66 *At the outside (near Thacher Hall) and inside hitting cages signs stating "CAUTION – KEEP BACK 36 INCHES" should be posted on all exterior sides of the baseball batting nets. This will help reduce the tendency of students from standing too close to the net while batting practice is being performed and being struck by flying baseballs. (GASP)*

Will be completed by department by September 2002.

03-01-11-80 *The fire hose near the hot water tank mechanical room on the second floor should be kept clear.*

Recommendation will be forwarded to the department for address.

03-01-12-50 *The "safe heat" cans in the third floor kitchen should be removed from the building or stored in a substantial metal cabinet with positive latching doors. The cabinet should be marked "DANGER – FLAMMABLE".*

Recommendation will be forwarded to the department for address.

VIII. Kenamond Hall – Recommendations

86-03-06-45 *Fire stainless steel fire doors to the trash chute should be repaired to fully close and latch. (NFPA 82)*

Repairs will be complete by December 2002.

IX. Knutti Hall – Recommendations

03-01-13-83 *Automatic sprinklers protecting rooms 206 and 208 are obstructed by suspended and ceiling mounted lights. These sprinklers should be repositioned or the obstructions should be relocated.*

Will be completed by August 2003. See work order #2044.

03-01-14-80 *The air pressure in the dry pipe valve notes over 555psi. The cause of this excessive pressure should be investigated and repairs made.*

Will be completed by service contract vendor ASAP.

03-01-15-80 *A sprinkler is installed at the pre-action valve cup drain. Proper trim (ball or plug drip) should be installed.*

Has been completed.

X. McMurrin Hall – Recommendations

02-01-16-10.1 *The ball valve to the waterflow switch should be supervised to prevent tampering. (NFPA 72)*

Tamper switch will be installed by contract services. See work order #2038.

02-01-17-66.1 *Proper handrails should be provided on the front exterior stairs to the street (both sets). The handrails are needed to help reduce the possibility of falls. (NFPA 101)*

Will consider recommendation. Review by trustees of historic property is needed.

88-10-01-80 *The installation of the new sprinkler system should be improved as follows: (NFPA 13)*

- a) *The dry pipe sprinkler system should be extended to protect above the top level platform of the bell tower. The existing system stops at next to the top level.*
- b) *The inspector's test valve now located above the ceiling of the grand room rest room should be installed so the valves are no more than 7 ft. above the floor.*
- c) *The hydraulically designed sprinkler system protecting the entire building should be identified with a permanently marked weather-proof metal or rigid plastic sign secured by corrosion resistant wire or chain. This sign should list all pertinent hydraulic design information.*

- d) *Sprinkler protection should be extended to the combustible concealed space above the newly installed plaster and tiled ceilings or the existing ceilings at the wood joists protected with a one-hour fire-rated ceiling. The existing lath ceilings are not fire-rated.*
- e) *Sprinklers should be provided in the two new stage closets or the ceiling removed.*

Will consider and implement recommendations as practical.

XI. Miller Hall – Recommendations

02-01-18-10 *Proper handrails should be provided on the front exterior stairs. The handrails are needed to help reduce the possibility of falls. (NFPA 101)*

Addressed, see work order #2054.

XII. Moler Hall – Recommendations

00-02-20-55 *All storage should be removed from the electrical room. (NFPA 70)*

Storage items will be removed by September 2002.

XIII. Sara Cree Health and PE Building – Recommendations.

01-01-11-66 *The old pool chemicals should be removed and the doors to the pool pump room posted “DANGER OXIDIZING CHEMICALS.”*

Addressed, see work order #2040.

02-01-19-20 *Temporary lights in the theater dressing rooms should be replaced with approved permanent fixtures wired in accordance with the National Electrical Code. (NFPA 70)*

Lighting will be replaced by September 2002.

XIV. Shindler House – Recommendations

99-01-15-10 *The automatic fire alarm system should be extended to the rear basement. (NFPA 911 and NFPA 72)*

Will follow up on recommendation.

XV. Byrd Center – Phase I & II – Recommendations

01-01-09-50 *Chemical storage should be improved as follows: (NFPA 1, NFPA 45, NFPA 30)*

- a) *(Revised) Flammable liquids in Rooms 102, 204, 303, the Phase I prep room, etc., should be stored in an FM approved or UL listed flammable liquid storage cabinet.*
- b) *(Revised) The acid cabinet under fume hood in Lab 202 was not marked "ACID"/"OXIDIZERS." The door should be properly marked and a review of all the cabinets made for proper signage.*
- c) *Fume hoods should not be used for general storage of chemicals.*
- d) *The doors to the labs should be marked to the hazard in accordance with NFPA Standard 49.*
- e) *(Added Jan. 02) The flammable liquid cabinet in Lab 210 should be marked "FLAMMABLE/NO FLAMES."*
- f) *(Added Jan. 02) Currently oxidizing acids (nitric acid) were found located in the acid cabinet in lab 305 with incompatible chemicals. Nitric acid is not compatible with organic chemicals and will react explosively with these organics. The nitric acid should be isolated from these materials in separate acid cabinets.*
- g) *(Added Jan. 02) Chemicals should be properly stored by family grouping and not alphabetically. If stored alphabetically, two incompatible or reactive chemicals could come in contact with each other and react.*
- h) *(added 1/03) Chemicals and glassware on the wood shelf in the lab storeroom 301 should be protected with a 1 in. high lip to help prevent the bottles from falling off the shelf.*
- i) *(added 1/03) The chemical in the cabinet in the storeroom 103 should be marked as to their contents.*
- j) *(added 1/03) Flammable liquids should be removed from the acid cabinet in lab 210.*

Will be forwarded to the department for consideration and address.

01-01-14-66 *Several of the chemical fume hoods when tested had a flow across the sash greater than 120 fpm. The dampers should be adjusted so the flow is between 80 and 120 fpm. This area should be marked on the fume hoods with decals. (NFPA 45 and GASP)*

Will be completed by September 2002.

98-01-03-80 *The hydraulically designed sprinkler system protecting Phase II should be identified with a permanently marked weather-proof metal or rigid plastic sign secured by corrosion resistant wire or chain. This sign should list all pertinent hydraulic design information. (NFPA 13)*

Will be addressed by contract services. See work order #2056.

98-01-09-10 *The Simplex fire alarm report notes that a "T" tap was installed on the basement sprinkler alarm. Necessary repairs should be made. (NFPA 72)*

Investigated by electrician; no "T" tap identified.

03-01-18-66 *The monthly lab safety inspections should be recorded.*

Will forward to the department for consideration.

03-01-30-65 *Some of the fume hoods have air flows over 130 fpm. The recommended airflow is between 80fpm and 130fpm. The system should be adjusted and the sash optimum heights marked on the sash.*

Will forward to the department for consideration.

03-01-32-61 *A fire blanket should be provided in labs 102, 103, and 104 to smother fire if open flames are used. The blanket should be stored in a cabinet permanently mounted on the wall in an easily accessible area.*

Will forward to the department for consideration.

XVI. Stutzman-Slonaker Hall – Recommendations

01-01-12-50 *(Revised) Chemical safety should be improved as follows: (GASP)*

- b) *(Previously 83-07-06-50) A UL listed flammable liquid cabinet with positive latching doors should be provided for the storage of flammable liquids in the 303 rear storeroom/fume hood and in the 307 storeroom.*
- c) *(Previously 87-02-27-50) A substantial wood cabinet should be provided in Room 303 and 307 for the storage of acids. This will help isolate the acids and prevent corrosion to surrounding materials. In addition, the nitric acid should be stored away from other incompatible chemicals.*

- d) *(Added Jan. 02) Chemicals should be properly stored by family grouping and not alphabetically. If stored alphabetically, two incompatible or reactive chemicals could come in contact with each other and react.*
- e) *(added 1/03) Perchloric acid was found located in the 307 prep room with incompatible chemicals. Perchloric acid is not compatible with organic chemicals and will react explosively with these organics. The perchloric acid should be isolated from these materials in separate acid cabinets. Perchloric acid should not be used in the building until proper ventilation is provided.*

All items are under review by the department and are being addressed.

02-01-24-66 *The shower/eye wash in Lab 301 should be kept clear so the safety equipment can be used in the event of an emergency. (OSHA 1910-1450)*

This has been cleared by the department, 4/11/03

02-01-25-66 *The glassware on the top of the refrigerator in prep room 303 should be removed. (GASP)*

Glassware has been removed by the department 4/11/03.

85-02-27-50 *The labs and the storerooms should be marked as follows: (NFPA 45, NFPA 49 and OSHA 1910-1000-2000)*

a) To the hazard, using the “Chemical Hazard Data” in accordance with NFPA Standard 49.

Has been completed. 04/11/03

95-12-16-66 *A hood or a 21 in. high side rail should be provided on the slide to help prevent falls. The rails should be designed to allow children to easily grip them. The new railings should not create an entrapment hazard. (CPSC – Public Playground Safety)*

Will consider recommendation and implement as applicable. See work order #2058.

95-12-18-55 *(Revised) Housekeeping in Rooms 301,303, 311, and 311A is poor and the fire loading excessive. Housekeeping should be improved and all storage removed from the floor and from work areas. (OSHA 1910.176)*

Is being addressed in an ongoing manner by the department. 4/11/03

98-01-13-26 *Emergency lights should be provided in the science lab 308 to provide lighting in the event of a power failure. Upon a power failure, the lights should provide proper illumination for at least 90 minutes. (NFPA 101)*

Will be completed by February 2004.

XVII. Thacher Hall – Recommendations

86-03-19-45 *The stainless steel fire doors to the trash chute should be repaired to fully close and latch. (NFPA 82)*

Will be repaired or taken out of service.

03-01-20-45 *The removed fire door to the third floor laundry should be restored.*

Completed, see work order #2059.

XVIII. Turner Hall – Recommendations

01-01-08-55 *(Revised) The 30-gallon plastic trash containers in the trash rooms off the corridor should be replaced with metal or fire rated containers. Lids should also be provided.*

This recommendation has been completed. See work order #2060.

03-01-31-45 *The plain glass vision panels in the fire doors to the trash rooms off the corridors should be replaced with wired-glass in steel frames to ensure their integrity. This will help minimize the spread of smoke and fire.*

Completed by work order #2062.

XIX. Old Snyder Science Hall – Recommendations

77-06-08-45.1 *Latches should be installed on stairwell fire doors in the original building to aid in preventing spread of heat and smoke in the event of a fire.*

Meets applicable code; will consider recommendation.

Byrd Library – Recommendations

03-01-23-83 *Automatic sprinklers protecting the water meter room 47 are obstructed by ceiling mounted ducts. These sprinklers should be repositioned or additional sprinklers installed to assure proper coverage.*

Addressed, see work order #2070.

03-01-22-25 *Exit door from the stage should be provided with approved panic hardware to allow easy opening in the event of an emergency or the exit sign removed.*

Addressed, see work order #2071.

03-01-23-80 *All control valves should be provided with permanently weather-proofed metal or rigid plastic identification signs. Valves located at the base of the standpipes and elevator rooms are not properly identified.*

Addressed, see work order #2072.

03-01-24-84 *High-piled storage was noted in room 160. Storage should be kept at least 18in. below the height of the sprinkler deflectors to permit effective operation of the sprinklers.*

Will be referred to the department for address.

03-01-25-82 *Sprinkler protection should be installed in the two closets off the second floor book stacks.*

Addressed by work order #2073.

03-01-26-25 *An approved exit sign should be provided over the corridor near room 252 to assist in prompt evacuation of the facility.*

Addressed by work order #2074.