**Floors and Corridors**

*Effective: 5/2025*

### Purpose

The purpose of this policy is to establish guidelines for the use, maintenance, and safety of floors and corridors within Pierpont Community and Technical College (PCTC) campuses. These guidelines ensure that floors and corridors are safe, clean, and accessible for all students, faculty, staff, and visitors.

### Scope

This policy applies to all individuals on the campus of the community college, including students, faculty, staff, contractors, and visitors. It covers the use and maintenance of floors and corridors in all college buildings.

**1. General Guidelines**

* **Cleanliness and Maintenance:**  
  All floors and corridors must be kept clean, free of debris, and well-maintained at all times. Faculty, staff, and students are encouraged to report any hazards, damages, or spills to Facilities immediately.
* **Prohibited Items in Corridors:**  
  No personal items (e.g., furniture, large equipment, bicycles, etc.) are permitted in the corridors. Items left in corridors may obstruct pathways and emergency exits, creating safety hazards.
* **Obstruction-Free Pathways:**  
  Corridors must remain unobstructed at all times. Furniture, personal belongings, and other items must not block walkways or fire exits. This ensures clear and safe paths for movement, including emergency evacuation.
* **Flooring Safety:**  
  Any condition that could compromise the safety of the floor (such as cracks, spills, or loose tiles) must be reported immediately to facilities. All flooring should be non-slip, clean, and well-maintained.

**2. Safety Standards**

* **Emergency Exits and Signage:**  
  Emergency exits must be clearly visible and unobstructed. Exit doors, signs, and lights must be kept in working order, and corridors leading to exits must be free of any blockages.
* **Fire Safety:**  
  Fire safety regulations must be followed strictly. Flammable materials should not be stored in corridors or on floors. In the event of a fire alarm, all individuals must immediately evacuate the building using designated exit routes without delay.
* **Slip, Trip, and Fall Hazards:**  
  All spills, leaks, or other hazards on the floor must be cleaned up promptly. Wet floors must be clearly marked with appropriate warning signs. Any changes in floor level or obstacles that could cause a trip must be reported immediately.

**3. Accessibility and Inclusivity**

* **ADA Compliance:**  
  Floors and corridors must meet all accessibility standards outlined by the Americans with Disabilities Act (ADA). This includes ensuring that pathways are wide enough for wheelchair access, ramps are properly maintained, and there are no barriers preventing individuals with disabilities from accessing all areas of the campus.
* **Elevator and Escalator Access:**  
  Elevators and escalators must be kept in good working order to ensure equitable access to all areas of the building. Maintenance of these systems should be performed regularly, and any issues should be reported immediately.

**4. Decor and Aesthetic Considerations**

* **Appropriate Decor:**  
  Decorations or displays may be allowed in corridors but must not impede walkways or emergency access. Temporary displays must be removed after an event or a specified period.
* **Floor Coverings:**  
  Any carpeting, rugs, or mats used in corridors must be firmly secured to avoid tripping hazards. Any loose or frayed coverings should be reported immediately for repair or removal.

**5. Emergency Response**

* **Incident Reporting:**  
  In the event of a floor or corridor-related incident (e.g., falls, accidents, fire hazards, or damaged surfaces), individuals should immediately report the incident to the campus security or Facilities Department.
* **Emergency Evacuation:**  
  All students, staff, and visitors must familiarize themselves with evacuation routes, which are clearly marked in all corridors. Evacuations should be done promptly and in an orderly fashion, following the instructions provided by emergency personnel.

**6. Enforcement and Compliance**

* **Violations:**  
  Violations of this policy (e.g., blocking corridors, leaving items on floors, not reporting hazards) will be subject to disciplinary action as per the college’s student and employee conduct policies.
* **Policy Review:**  
  This policy will be reviewed annually by the Facilities Management Department and the college administration to ensure its effectiveness and compliance with local, state, and federal regulations. Updates and revisions will be made as needed to improve safety and operations.