



INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Building

Important!

TO: LAUSD Administrative Headquarters Staff

DATE: February 6, 2024

FROM: LAUSD-Office of the Building

SUBJECT: LOS ANGELES FIRE DEPARTMENT INSPECTIONS

The Los Angeles (LA) Fire Department may conduct unannounced detailed safety inspections of the LAUSD Administrative Headquarters at any time. The LA Fire Department will issue citations for non-compliance with fire codes.

To ensure a safe working environment for staff and visitors, and in anticipation of LA Fire Department inspections, departments and staff are to ensure compliance with the following fire department rules and regulations.

Path of Travel

Maintaining clear paths of travel throughout the building is of the utmost importance. In an emergency, visibility may be minimized due to smoke or if lighting is powered off. Staff and visitors must be able to move from their work areas and meeting rooms to stairwell exits without tripping hazards. The fire code stipulates minimum clearances within aisles and corridors to keep exit routes clear. Please note the following clearance requirements:

1. **Aisles and Corridors:** In main corridors, a minimum of 44 inches of unobstructed path of travel must be maintained. In secondary corridors, a minimum of 36 inches of unobstructed path of travel must be maintained.
 - No furniture, boxes, chairs, file cabinets, plants or any other objects should infringe on this path.
 - There should be no open bookcases in the aisles that can result in books or other materials being dislodged and blocking the path of travel.
2. **Private Offices:** Within an enclosed office, there should be 36 inches of unobstructed pathway to the door upon leaving your desk or visitor chair.
3. **Storage and Break Rooms:** All storage rooms should maintain a 44-inch clear pathway between file cabinets and furniture – measured with the drawers closed.
4. **Conference Rooms:** There should be 36 inches of clearance between the edge of the conference table to walls or other furniture (cabinets, boxes, chairs along the wall, etc.).
5. **Unauthorized Storage Areas:** Items should **never** be placed or stored in elevator lobbies (including the freight lobbies), stairwells, electrical or ITS closets, or any non-designated storage areas.

Fire Sprinklers

Fire sprinkler systems should **never** be blocked. The area 18 inches below the ceiling must remain clear of all objects such as boxes, plants, files, personal items, etc.

1. **Storage Rooms:** This safety requirement includes **storage rooms**. Boxes should **never** be stacked on the top shelf if they leave less than 18 inches of clearance from the ceiling.
2. **Sprinkler Heads:** Items should **never** be hung from sprinkler heads or building ceilings. Approved building standard department signage has been installed throughout Beaudry with consideration for fire sprinkler systems.

Earthquake Safety

To avoid the risk of personal injury or blocking paths of travel during an earthquake:

1. No items are to be placed on workstation cabinets, file cabinets or bookcases. This will minimize the risk of flying objects hitting someone or blocking exits.
2. Bookcases, file cabinets and other furniture over 48 inches high must be properly secured with strapping. This will minimize the risk of heavy furniture falling on someone or blocking the path of travel. (To arrange for proper attachments, contact the LAUSD-Office of the Building).
3. Ensure that there is sufficient space under your desk to “Duck, Cover and Hold.” You want to make certain that you have a safe place to avoid falling debris.

Ongoing Inspections and Compliance

The above-mentioned requirements must always be followed to ensure staff and visitor safety – not just for LA Fire Department inspections.

1. To arrange for a pick-up of extra furniture or other salvage items, please email: officeofthebuilding@lausd.net or call 213-241-1320. Should you have extra file boxes, please arrange with your supervisor for central storage or electronic scanning.
2. Building staff will periodically, on an unannounced basis, survey the building for fire code violations.
3. Corrective action notices will be issued to you and your supervisor when departments or staff are found to be non-compliant with fire department mandates. Upon issuance of a corrective action notice, departments and/or staff have one week to correct the violation.
4. If the violation is not remedied, the second infraction will result in the removal of property and/or notification to the Chief of Staff.

Please contact the LAUSD-Office of the Building *immediately* if you need assistance in correcting any of the above-mentioned issues or if you have any questions. Thank you in advance for your cooperation.

Related Resources:

[Appliance Policy](#)

[Maintaining a Clutter-Free Environment](#)

[Salvage Request Form](#)