



INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Building

Maintaining Clutter-Free and Clean Work Environments

Annually, the Los Angeles Fire Department (LAFD) conducts an ***unannounced*** fire safety inspection of the LAUSD Administrative Office. This correspondence is to remind building occupants to maintain clutter-free and clean work environments to enhance building safety.

To prepare for the upcoming LAFD inspection, and to assist with keeping work environments clean and safe, building occupants are reminded to:

- **Maintain clear paths of travel throughout the building.** Adherence to this requirement limits the risk of personnel injury due to blocked paths of travel from workstations, offices, conference rooms, and storage rooms.
- **Maintain clutter free offices, workstations, conference rooms, and storage rooms.** Work areas should remain free from excessive clutter. Salvage pick-ups can be scheduled, as needed, by completing the attached Salvage Pick-Up Form.

NOTE: The Beaudry administrative office has ***very limited*** storage space for supplies or large deliveries. All offices should remain mindful of this when ordering supplies or scheduling other building deliveries. Storing items in aisles, cubicles, and hallways **is not allowed** to remain compliant with fire and safety code requirements.

- **Maintain clean recycle areas.** Freight elevator lobbies and recycle bin areas should remain clean at all times. Please call the Office of the Building to schedule all large recycle item pick-ups. In addition, offices are required to break down any boxes prior to disposal.
- **Maintain unobstructed access to fire sprinklers.** Items, such as decorations, cannot be hung from ceilings. In addition, ceilings must remain clear of all objects such as boxes, plants, files, personal items, etc. Please note that the Office of the Building has installed certain department signage on ceilings, ensuring that all fire and safety code requirements are met.

NOTE: This requirement applies to storage rooms also. Please do **not** stack boxes on shelves that leave less than 18 inches of clearance.

- **Maintain sufficient space under your desk and ensure secured strapping of bookcases, files, cabinets, and other furniture over 48 inches high.** In the event of an earthquake, occupants want to ensure that they can “Duck, Cover, and Hold” until an all clear is received. Furniture securing can be scheduled, as needed, by completing a MAC Form.

Maintaining building safety is everyone’s responsibility. Thank you for your careful review and adherence to the above-mentioned requirements. If you have any questions related to this matter, please contact the Office of the Building at (213) 241-1320. ***Happy Spring Cleaning!***

Related Resource:

Salvage Form

MAC Form