



**Campus Administrative Policy**

**Policy Title:**           **Modification or Securing of Exit Doors and Passengers**

**Policy Number:**    3037A                   **Functional Area:**       General Administration

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**Effective:**                                 July 6, 2004  
**Date Last Reviewed:**                 January 7, 2020  
**Date Scheduled for Review:**         July 1, 2027  
**Supersedes:**                             N/A

**Approved by:**                             David C. Turnquist  
Associate Vice Chancellor, Facilities Management  
Authority Having Jurisdiction for Fire Prevention & Life Safety  
Duxton Milam  
Campus Fire Marshal

**Prepared by:**                             Campus Fire Marshal  
**Reviewing Office:**                     Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
**Responsible Officer:**                 Campus Fire Marshal

**Applies to:**                               CU Anschutz Medical Campus

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**A.    POLICY STATEMENT**

In an effort to ensure that all building occupants have safe options for exiting buildings or areas in case of an emergency, the Facilities Management Department is establishing a procedure for handling situations when it may become necessary to modify, block or make non-functional exit doors, stairwells, or egress passageways that may have fire and life safety implications.

CU Anschutz Medical Campus has the legal obligation and authority to ensure that the safety of occupants of the building is not compromised. Exit doors and other fire systems have specific code requirements, and it is important to remember that unauthorized modification to exits creates an unsafe condition that could entrap persons. Such acts are a violation of the Uniform Fire Code and the Life Safety Code.

**B.    PROCEDURES**

This procedure shall be mandatory at the CU Anschutz Campus

Exit doors, stairwells, and egress passageways are not to be locked such that persons cannot exit, or otherwise be modified, blocked, or made non-functional, without first obtaining advice and approval from the Campus Fire Marshal or the Campus Building Official. If neither is available, the decision may be made at the Facilities Management Director level or above. Several components are necessary before any exit is configured such that persons cannot egress:

1. All means of correcting the situation without using chains, locks, or other devices must have been explored.
2. The door must have signage directing persons to another exit.
3. The sign must state, "THIS DOOR IS TO REMAIN UNLOCKED DURING BUSINESS HOURS. IF FOUND LOCKED, CONTACT THE CAMPUS FIRE MARSHAL AT 720-641-4490."
4. Facilities Management must have established a "unlock/relock" schedule, such that the doors are unlocked at the beginning of the day and locked only after most, if not all persons, have left the building. (Please seek advice should the doors need to be secured when persons must remain in the building after hours.)
5. University Police must be notified, and they must have a key for the securing device.
6. The appropriate Building Administrator must have been contacted and made aware of the situation. (Contact may be through email or phone.)
7. The door must be on a high priority list, such that it is repaired as soon as possible.
8. After the door is repaired, signage must be removed and notification must be made to University Police, the building administrator, and the approving authority for the campus.

## Notes

1. Dates of official enactment and amendments:  
July 6, 2004: Adopted by Associate Vice Chancellor for Facilities Management  
May 22, 2019: Modified.  
January 7, 2020: Reviewed
2. History:  
May 22, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.  
January 7, 2020: Revised by Campus Fire Marshal to reflect new code additions. Policy

was also transferred Under Authority Having Jurisdiction

3. Initial Policy Effective Date: July 6, 2004
4. Cross References/Appendix:
  - Uniform Building Code, 2018 ed.
  - Uniform Fire Code, 2018 ed.
  - National Fire Protection Association 101, Life Safety Code, 2018 ed.
  - [Campus Administrative Policy 3033, Construction & Modifications Code Compliance](#)
  - [Campus Administrative Policy 3003, Authority Having Jurisdiction for Fire Prevention & Life Safety](#)