August 13, 2018

TO: All Principals/Department Heads

FROM: MaryAnn May, Ph.D., Chief Fire Official
Office of the Chief Fire Official

VIA: Leo Bobadilla, Chief Facilities Officer
Office of the Chief of Facilities
Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: STORAGE

This is a reminder that the National Fire Protection Association (NFPA) regulates where items are not permitted to be stored. Please ensure you are not storing in the following locations:

- Electrical Rooms
- Generator Rooms
- Mechanical Rooms (exception air filters for the HVAC equipment)
- Elevator Machine Rooms
- Boiler Rooms

These areas must be code compliant with no storage, in adherence to NFPA Regulations.

I understand that many schools have storage issues; therefore, if you have portables listed in satisfactory condition, that are not being used on your site, you may use one to store additional materials. If you choose to use this option, the storage in the portable must be orderly and not block the exits, fire extinguisher, or pull stations. These guidelines were discussed at the Facilities Servicepersons Conference as well.

If you have any questions or concerns, please e-mail me at maryann.may@browardschools.com or call my office at 754-321-4817.

MAM: Idc