



HOUSE OF REPRESENTATIVES
WASHINGTON, D. C. 20515

April 17, 2008

Upon consideration of the recommendation of the Committee on House Administration, concurred in by the Architect of the Capitol, the Office of Emergency Planning, Preparedness & Operations, the House Sergeant at Arms, the House Inspector General, the Chief Administrative Officer, and the Office of Compliance, the House Office Building Commission hereby approves the attached "Hallway Policy."

A handwritten signature in cursive script that reads "Nancy Pelosi".

NANCY PELOSI
Speaker of the House
Chair, House Office Building Commission

A handwritten signature in cursive script that reads "Steny Hoyer".

STENY H. HOYER
Majority Leader

A handwritten signature in cursive script that reads "John A. Boehner".

JOHN A. BOEHNER
Republican Leader

Hallway Policy

Section 1.0 Background

- 1.1 This policy has been developed to improve House compliance with the requirements of the Americans with Disabilities Act and the Occupational Safety and Health Act as applied to Congress by the Congressional Accountability Act, and the Life Safety Code.
- 1.2 This policy has been established for the protection of Members, Officers, employees of the House and visitors to the House Office Buildings and governs the display of flags and the placing or storing of any items within a hallway exit access, exit or stairwell of the House Office Buildings. This is an evolving policy with the goal of eliminating, to the extent possible, placement of items in the hallways in the House Office Buildings.

Section 2.0 Applicability and Responsibilities

- 2.1 This policy applies to all offices in the House Office Buildings.
- 2.2 The Chief Administrative Officer (CAO) is responsible for the storage, removal and disposal of all equipment and furnishing items placed within a hallway, exit access, exit or stairwell consistent with applicable statutes, regulations, policies and procedures.
- 2.3 The Superintendent of the House Office Buildings under the Architect of the Capitol (AOC) (Superintendent) is responsible for the removal of trash and recyclable materials placed within a hallway, exit access, exit or stairwell. In addition, the Superintendent is responsible for the administration of the hallway flag display policy and, at the direction of the Fire Marshal, the construction of fire resistant temporary enclosures (which shall include construction barriers) around items authorized to be stored in a hallway or exit access on an Extended Temporary and Long-Term Storage basis.
- 2.4 The AOC Fire Marshal is responsible for directing and approving the construction of fire resistant temporary enclosures (which shall include construction barriers) around items authorized to be stored in a hallway or exit access on an Extended Temporary and Long-Term Storage basis. Temporary storage enclosures shall be constructed of fire rated materials.
- 2.5 The CAO, the Superintendent and the AOC Fire Marshal are responsible for acting in concert to administer and enforce this policy.

Section 3.0 Policy

3.1 General

- 3.1.1 Offices shall not place or store any item(s) in an exit or stairwell.
- 3.1.2 Offices shall not place or store any item(s) within a hallway or exit access of the House Office Buildings except as authorized by this policy.
- 3.1.3 Items authorized to be placed or stored in a hallway or exit access shall be placed against the exterior walls only, and such that they do not block access to, egress from, or visibility of exits, exit accesses, or exit discharges or interfere in any way with access to fire and safety equipment and by emergency personnel.

3.2 Flags

- 3.2.1 The Superintendent shall install wall-mounted flag holders in the hallway or exit access adjacent to the main door of each Member and committee office. The design and location of the flag holder shall be approved by the House Office Building Commission (HOBC) and, as approved by the HOBC, shall be established as the standard configuration for the House Office Buildings. Deviations from this standard configuration shall be subject to approval by the HOBC.
- 3.2.2 Each Member is limited to three flags for hallway or exit access display: the flag of the United States, the flag of the Member's home state and a third flag of an appropriate nature of the Member's choosing, e.g., the POW-MIA flag.
- 3.2.3 Each committee office is limited to two flags for hallway or exit access display: the flag of the United States, and a second flag of an appropriate nature chosen by the chairman for an office of the majority or the ranking member for an office of the minority, e.g., the POW-MIA flag.
- 3.2.4 The dimensions of a flag authorized for display in a hallway or exit access may not exceed 3' x 5'.
- 3.2.5 Once an office's wall-mounted flag holder(s) has been installed, any floor-based flag stand and the flag displayed thereon placed in a hallway by the office shall be removed by the Superintendent.
- 3.2.6 Upon request of the office, the Superintendent will return the floor-based stand and the flag. If a request is not received within three weeks of the day of remove, the items shall be disposed of by the Superintendent.

3.3 Equipment

- 3.3.1 Equipment shall not be placed in any hallway or exit access. To arrange to have a piece of equipment removed from an office, the office should contact the CAO at 5-8000.
- 3.3.2 In the event that equipment is left in a hallway or exit access, the CAO shall remove the equipment, regardless of signage, except for equipment authorized to be stored at such location on a Temporary, Extended Temporary, or Long-Term Storage basis. (See sections 3.6, 3.7, and 3.8)
- 3.3.3 The CAO shall hold removed equipment for three business days. If an item(s) is not claimed within this three day period, the CAO shall dispose of the item(s). To claim an item(s), an office should contact the CAO at 5-8000.

3.4 Furnishings

- 3.4.1 Furnishings of any kind, including but not limited to furniture items (including sign-in/registration tables, pedestals, easels, carpets, rugs and mats); shades, drapes, and screens; artwork, exhibits and posters; and trees, flowers and other plants may not be placed in a hallway or exit access. To arrange to have furnishings removed from an office; the office should contact the CAO at 5-8000.
- 3.4.2 Furnishings placed in a hallway or exit access, regardless of signage, will be presumed to be excess and shall be removed but the CAO, except for an item(s) authorized to be stored at such location on a Temporary, Extended Temporary, or Long-Term Storage basis. The CAO shall schedule the removal of such items between the hours of 5:00 p.m. and 7:00 a.m., Monday through Friday. (See sections 3.6, 3.7, and 3.8)
- 3.4.3 The CAO shall hold removed furnishings for three business days. If an item(s) is not claimed within this three day period, the CAO shall dispose of the item(s). To claim an item(s), an office should contact the CAO at 5-8000.
- 3.4.4 For purposes of this policy safety equipment, such as quick hood cabinets, do not constitute furnishings for purposes of this policy.

3.5 Trash and Recyclable Material

- 3.5.1 Offices may place trash and recyclable materials in the hallways for disposal between the hours of 5:00 p.m. and 7:00 a.m.
- 3.5.2 The Superintendent shall schedule regular removal of trash and recyclable materials between the hours of 5:00 p.m. and 7:00 a.m.

- 3.5.3 Offices may contact the Superintendent at anytime at 5-4141 to make arrangements to have trash, and/or recyclable materials removed during the hours of 9:00 a.m. to 5:00 p.m.
- 3.5.4 All trash and/or recyclable materials placed within a hallway or exit access for disposal shall be neatly stacked and piled. Items other than equipment or furniture, placed in the hallway will be assumed to be trash or recyclable materials and will be removed and disposed of by the Superintendent.

3.6 Temporary Storage

- 3.6.1 Temporary Storage is storage in a hallway or exit access for up to twenty-four hours or by 7:00 a.m. of the next business day whichever is longer.
- 3.6.2 Temporary Storage in a hallway or exit access will only be authorized in support of the conduct of an event being held in a committee/meeting/special events room or when required to support repairs or renovations to the House Office Buildings.
- 3.6.3 When Temporary Storage is authorized, the CAO or the Superintendent will designate the item(s) as an authorized Temporary Storage item(s) and arrange for the removal of the item(s) from the location to which it is assigned, the placement of the item(s) in the hallway or exit access, and its subsequent return to its assigned location.
- 3.6.4 Under no circumstances are flammable liquids or high hazard materials to be placed in a hallway or exit access as Temporary Storage items.
- 3.6.5 All items constituting temporary storage shall be placed against exterior walls and in such a manner that they do not block access to, egress from, or visibility of exits, exit accesses or exit discharges and do not interfere in any way with access to fire and safety equipment by emergency personnel.
- 3.6.6 Proper functioning of fire and emergency protection systems shall be maintained at all times. Items shall be stored such that the visibility of, access to or function of the following are not blocked or otherwise impaired: electrical panels, emergency equipment supply cabinets, annunciators, emergency lighting, exit doors and/or stairs, exit signs, fire alarm pull stations, fire alarm panels, fire extinguishers, fire standpipe hose connection stations, smoke detectors, sprinkler heads, or any other portions of the fire and emergency protection systems.
- 3.6.7 Items temporarily stored in a hallway or exit access shall be placed so as to maintain a minimum width of 70 percent of the hallway or 48 inches whichever is greater, i.e. a 100" hallway would require 70" clearance, and a 48" hallway would require 48" clearance (no storage).

- 3.6.8 Items temporarily stored in a hallway or exit access shall not be stacked in excess of sixty (60) inches high or such that they may easily topple over into the hallways or exit access.
- 3.6.9 Chairs temporarily stored in a hallway or exit access shall be placed no more than two rows deep.
- 3.6.10 When an event is being held in a committee/meeting/special events room, the host of the event shall be allowed to temporarily place a table(s) and chairs in the hallway outside the location of the event to serve as a registration and/or information location. Such table(s) and chairs shall be set up no earlier than one hour prior to the event and shall be removed immediately upon conclusion of the event and shall be placed so as to maintain a minimum width of 70 percent of the hallway or exit access or 48 inches whichever is greater. Requests for the set up and/or removal of such table(s) and chairs shall be submitted to the CAO at 5-8000.
- 3.6.11 Trash and/or recycling trucks shall not be stored in a hallway or exit access for more than twenty-four hours or beyond 7:00 a.m. of the next business day, whichever is longer.
- 3.6.12 With the exception of registration tables and chairs for events that are occurring in committee rooms, Temporary Storage in the hallway or exit access of the Rayburn Building horseshoe entrance running parallel with South Capitol Street is prohibited.

3.7 Extended Temporary Storage

- 3.7.1 Extended Temporary Storage is storage in a hallway or exit access for more than twenty-four hours but not more than 30 days.
- 3.7.2 Extended Temporary Storage in a hallway or exit access shall be de minimus in size to the extent practical.
- 3.7.3 Circumstances in which Extended Temporary Storage will be authorized include but are not limited to office moves, repairs and renovations to the House Office Buildings, carpet installations and furniture/equipment deliveries.
- 3.7.4 When the Extended Temporary Storage occurs, the CAO or the Superintendent will designate the item(s) as authorized Extended Temporary Storage item(s), arrange for the removal of the item(s) from the location to which it is assigned, the placement of the item(s) in the hallway or exit access, and its subsequent return to its assigned location.
- 3.7.5 If Extended Temporary Storage items are to be stored in a hallway or exit access for a period of time to exceed seven days, the Superintendent shall be consulted by

the parties wishing to utilize Extended Temporary Storage prior to an item(s) being placed in the hallway or exit access. The Superintendent, in consultation with the Fire Marshal, shall determine whether or not a temporary storage enclosure (to include construction barriers) should be constructed around the item(s) being stored.

- 3.7.6 Under no circumstances are flammable liquids or high hazard materials to be placed in a hallway or exit access as Temporary Storage items.
 - 3.7.7 All items constituting extended temporary storage shall be placed against exterior walls, and in such a manner that they do not block access to, egress from, or visibility of exits, exit accesses, or exit discharges and do not interfere in any way with access to fire and safety equipment and by emergency personnel.
 - 3.7.8 Proper functioning of fire and emergency protection systems shall be maintained at all times. Items shall be stored such that the visibility of, access to or function of the following are not blocked or otherwise impaired: electrical panels, emergency equipment supply cabinets, enunciators, emergency lighting, exit doors and/or stairs, exit signs, fire alarm pull stations, fire alarm panels, fire extinguishers, fire standpipe hose connection stations, smoke detectors, sprinkler heads, or any other portions of the fire and emergency protection systems.
 - 3.7.9 Items stored in a hallway or exit access shall be stacked so as to maintain a minimum width of 70 percent of the hallway or 48 inches whichever is greater, i.e. a 100" hallway would require 70" clearance, and a 48" hallway would require 48" clearance (no storage).
 - 3.7.10 Items stored in a hallway or exit access shall not be stacked in excess of sixty (60) inches high or such that they may easily topple over into the hallways or exit access.
 - 3.7.11 Chairs stored in a hallway or exit access shall be placed no more than two rows deep.
 - 3.7.12 Extended Temporary Storage in the hallway or exit access of the Rayburn Building horseshoe entrance running parallel with South Capitol Street is prohibited.
- 3.8 Long-Term Storage
- 3.8.1 Long-Term Storage-is storage in a hallway exit access for over 30 days.
 - 3.8.2 Long-Term Storage in a hallway or exit access shall be de minimus in size and space consumed to the extent practical.

- 3.8.3 When the Long-Term Storage occurs, the CAO or the Superintendent will designate the item(s) as authorized Long-Term Storage item(s), arrange for the removal of the item(s) from the location to which it is assigned, the placement of the item(s) in the hallway or exit access, and its subsequent return to its assigned location.
- 3.8.4 The Superintendent shall coordinate with the Fire Marshal authorization for the utilization of Long-Term Storage prior any item(s) being placed in a hallway or exit access for Long-Term Storage.
- 3.8.5 Whenever Long-Term Storage in a hallway or exit access is authorized, the Superintendent, in consultation with the Fire Marshal, shall construct a temporary storage enclosure (which may include construction barriers) around the item(s) being stored.
- 3.8.6 Under no circumstances are flammable liquids or high hazard materials to be placed in the hallways as Long-Term Storage items. If flammable liquids or high hazard materials are stored in a hallway or exit access, the Fire Marshal has the authority to terminate the Long-Term Storage authorization immediately and to have the items removed.
- 3.8.7 Items constituting long term storage shall not be placed within three feet of fire and emergency equipment. Items shall be stored such that the visibility of, access to or function of the following are not blocked or otherwise impaired: electrical panels, emergency equipment supply cabinets, enunciators, emergency lighting, exit doors and/or stairs, exit signs, fire alarm pull stations, fire alarm panels, fire extinguishers, fire standpipe hose connection stations, smoke detectors, sprinkler heads, or any other portions of the fire and emergency protection systems.
- 3.8.8 Long-Term Storage in the hallway or exit access of the Rayburn Building horseshoe entrance running parallel with South Capitol Street is prohibited.
- 3.8.9 The Fire Marshal shall have the authority to terminate a Long-Term Storage authorization and shall provide twenty-four hours advance notice of the termination to the affected office, the CAO, and the Superintendent. The twenty-four hour notice period may be extended at the discretion of the Fire Marshal. In the event that Long-Term Storage authorization is terminated the Fire Marshal, the Superintendent and the CAO shall work with the office to find suitable alternative storage.

3.9 Catering

- 3.9.1 All outside caterers are to check-in with CAO Contractor Management prior to setting up for an event. In addition, all outside caterers must register with First Call prior to being provided access to the House Office Buildings.

- 3.9.2 Caterers shall be required to set up in the location designated by CAO Contractor Management.
- 3.9.3 A catering set up area shall not reduce the width of a hallway or exit access or exit access to less than 70 percent of the total width of the hallway or exit access or 48 inches in width, whichever is greater.
- 3.9.4 No cooking shall be permitted in any hallway or exit access of the House Office Buildings. For purposes of this policy the use of sterno to heat prepared food is not prohibited.
- 3.9.5 No dishwashing or other ware cleaning shall be conducted in any hallway, exit access or restrooms of any of the House Office Buildings.
- 3.9.6 No propane or other bottled gas tanks of any kind for the purposes of catering are permitted in any hallway or exit access of the House Office Buildings.
- 3.9.7 Freight elevators must be used to transport food and supplies in the House Office Buildings.
- 3.9.8 Outside caterers are responsible for event trash and recyclable materials removal in accordance with established procedures for the House Office Buildings.
- 3.9.9 Any outside caterer that fails to comply with these directives will be requested to leave the premises by Contractor Management and will not be allowed to cater future events on the House Campus.
- 3.9.10 Any outside caterer that believes that it has been wrongly removed shall have ten calendar days from the date of removal to appeal in writing the revocation of its catering ability with CAO Contractor Management.
- 3.9.11 CAO Contractor Management shall issue a written decision on the removal appeal within ten calendar days of receipt of the appeal.
- 3.9.12 If, after the decision of CAO Contractor Management, the outside caterer wishes to appeal, a written appeal may be made to the CAO whose decision shall be final.

Section 4.0 Definitions

- 4.1 Exit – that portion of a means of egress that is separated from all other spaces of a building or structure by construction or equipment as required to provide a protected way of travel to the exit discharge. Exits include exterior exit doors, exit passageways, horizontal exits, exit stairs, and exit ramps. In the case of a stairway, the exit includes the stair enclosure, the door to the stair enclosure, stairs and landing inside the enclosure, the door from the stair enclosure to a hallway or exit access, the outside or to the level of exit discharge, and any exit passageway and its associated doors if such are provided so as to discharge the stair directly to the outside. In the case of a door leading directly from the street floor to the street or open air, the exit comprises only the door. Doors of individual rooms, as in offices, while constituting exit access from the room, are not referred to as exits except where they lead directly to the outside of the building.
- 4.2 Exit Access – that portion of a means of egress that leads to an exit.
- 4.3 Exit Discharge – that portion of a means of egress between the termination of an exit and a public way.
- 4.4 Exit Routes (Means of Egress) – a continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge. A means of egress comprises the vertical and horizontal travel paths and includes intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, elevators, enclosures, lobbies, escalators, horizontal exits, courts, and yards.
- 4.5 Exterior Wall – the wall closest to the street side of the building.
- 4.6 Furnishings – includes but is not limited to furniture of any kind (including sign-in/registration tables, pedestals, easels, posters and exhibits); carpets, rugs and mats; shades, drapes, and screens; artwork, exhibits and posters; and trees, flowers and other plants.
- 4.7 Hallway – a public corridor or passageway into which offices, rooms, and stairwells open.
- 4.8 High Hazard Materials –chemical substances including but not limited to flammable and combustible substances, explosives and poisons.
- 4.9 Items –any furnishings, pieces of equipment, trash, or recycling materials.
- 4.10 Public Way – a street, alley, or other similar parcel of land essentially open to the outside air deeded, dedicated, or otherwise permanently appropriated to the public for public use and having a clear width and height of not less than 10 feet.