APPENDIX F

GUIDANCE ON SUITABLE LOCATIONS FOR SHARED PHOTOCOPIERS AND PRINTERS

The following potential location options for shared photocopiers and printers are ranked in order of preference. If you propose a location other than in a room, you will need to be able to demonstrate and document that there are no other practicable locations in any of the categories higher up the list.

Option 1 - Rooms

- Wherever possible, photocopiers/printers will be located in a room.
- The room will be provided with smoke detection.
- The room will require adequate ventilation.
- Depending on the type and use of the proposed room, it may need to be a fire rated enclosure. A University Fire Safety Adviser may need to be consulted on this.

(Only where it can be clearly demonstrated that this option is wholly unworkable should Options 2 or 3 be considered.)

Option 2 - Corridors that have escape routes in both directions

- The corridor must be provided with smoke detection.
- Wherever possible, photocopiers/printers should be located in alcoves or recesses.
- If there are no alcoves or recesses then photocopiers/printers must be located such that there is a minimum 900mm gangway between the photocopier/printer and the opposite wall.
- If the corridor serves as an escape route for more than 100 people then you must contact a University Fire Safety Adviser to determine the minimum width of gangway that is required.
- To limit the fire loading, any consumables must be stored elsewhere (in a room).
- An appropriate maintenance contract and PAT testing regime must be in place.
- The photocopier/printer must be plugged in via an RCD protected socket or socket on an RCD protected circuit.

Option 3 - Dead-end corridors

- The corridor must be provided with smoke detection.
- The photocopiers/printers must be located at the far end of the corridor to minimise the number of people who would need to pass it in order to get out.
- Photocopiers/printers must be located such that there is a minimum 900mm gangway between the photocopier/printer and the opposite wall.
- To limit the fire loading, the consumables must be stored elsewhere (in a room).
- An appropriate maintenance contract and PAT testing regime must be in place.
- The photocopier/printer must be plugged in via an RCD protected socket or socket on an RCD protected circuit.