GUIDANCE ON SUITABLE LOCATIONS FOR SHARED PHOTOCOPIERS AND PRINTERS

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

Rooms

- Where possible photocopiers/printers should be located in a room.
- 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. The University Fire Safety Officer may need to advise on this.

Corridors that have escape routes in both directions

- The corridor must be provided with smoke detection.
- Where 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 the University Fire Safety Officer to determine the minimum width of gangway that is required.
- 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.

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.