



Storage

Proper storage practices help ensure exit pathways and doors are accessible, fire hazards are reduced, chemical exposure risks are reduced, and the risk of injury is reduced. Storage practices apply to all areas, and everyone has a responsibility to keep tools and materials properly stored.



General Storage Practices

1. Use clean and dry areas for storage.
2. Keep stored items at least 18 inches below fire suppression sprinkler heads.
3. Keep stored items at least 24 inches from the ceiling in areas that are not sprinklered.
4. Never obstruct doors, doorways, or exit pathways.
5. Maintain a clear unobstructed space of at least 36 inches, in all directions, from electrical service equipment, fire extinguishers, fire hose stations, and fire alarms.
6. Never hang stored items on or from fire suppression sprinkler pipes or sprinkler heads.
7. Secure overhead storage.
8. Never allow stored items to extend beyond the storage shelf.
9. Store small items within sealed storage containers to promote stable storage.
10. Ensure stacked items are level or secured to prevent tip-over.
11. Secure lumber, brooms, and ladders to prevent them from falling or sliding out of their storage areas.
12. Label storage areas and shelves to promote the return of items to their designated storage area.
13. Conduct routine inspections of storage areas for the early identification of safety and storage issues.

Chemicals (Paints, Thinners, Dyes, Spray Paint, Cleaning Products)

1. Store flammable and combustible materials in designated NFPA-approved flammable storage cabinets.
2. Store oxidizers separately from flammable and combustible materials and segregate them from other types of non-compatible chemicals.
3. Store corrosive acids and bases separately and segregate them from other types of non-compatible materials.



Hand and Power Tools

1. Store tools that have custom storage cases in those cases.
2. Keep guards and protective sheaths in place when storing sharp-edged tools.
3. Coil power cords and hoses.

Props and Costumes

1. Store weapons in locked cabinets.

2. Never hang items on or from fire suppression sprinkler pipes or lines.
3. Maintain clear aisles.

Lights and Lighting Equipment

1. Coil cords and close shutters.
2. Store color film away from heat sources.

Bridges and Catwalks

1. Keep bridges and catwalks clear of tools, equipment, and other materials.
2. Never stack counter weights higher than the toeboard.

Talk to your supervisor if you have any questions about this information.