

## Fire Prevention Division Office of the Fire Marshal

### Bulletin Boards in Corridors of Campus Buildings

To assist the campus community with the placement of existing and new bulletin/poster boards in the corridors of campus buildings, the Campus Fire Marshal has established the following guidelines:

" **Bulletin/poster board use shall meet the criteria of this guideline**

- Flyers shall be posted only on bulletin boards.
- New bulletin/poster boards shall be no larger than 4'X6'.
- Bulletin/poster boards shall not exceed 10% of the aggregate wall area on which they are mounted.
- Bulletin/poster boards shall be spaced no less than 5 feet apart.
- Posted material shall be secured on all corners.
- Building personnel shall monitor the boards to ensure that there is no accumulation, or" layering of flyers, and that out dated material is removed in a timely matter.
- Only secured glassed enclosed bulletin boards shall be allowed in elevators.
- There shall be NO posting in stairwells.

Exceptions:

- Secured glass enclosed bulletin boards.
- Framed glass enclosed art work.
- Student artwork on limited display will be evaluated on a case by case basis.
- Existing boards larger than 4'X6' shall be subject to the approval of the Fire Prevention Division.

If there are questions concerning fire and life safety in campus buildings please contact the Fire Prevention Division at: [fireprevention@berkeley.edu](mailto:fireprevention@berkeley.edu) or 510.642.3073



An **Unacceptable** bulletin board. Materials are not secured on all corners and there is too much accumulation of combustible material due to layering of flyer's.



An **Acceptable** bulletin board. Materials are secured on all corners and there is no excess accumulation or layering of posted materials.