



# Ames Policy Directive

APD 8810.1

Effective Date: November 16, 2021

Expiration Date: November 16, 2026

**COMPLIANCE IS MANDATORY**

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**Subject: Mechanical and Equipment Room Safety**

**Responsible Office: Code JCM / Plant Engineering Branch**

## CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	0	5/9/2008	Initial
Revision	1	12/12/2016	Updated organization and references.
Revision	2	11/16/2021	Administrative corrections and minor edits for clarity.

## 1. POLICY

- a. This directive establishes Ames Research Center policies for mechanical and equipment room safety. Mechanical and Equipment rooms are building spaces where collateral equipment is located (e.g., rooms, chaseways, attics, basements, detached buildings, etc.). Collateral equipment includes building-type equipment, built-in equipment, and large, substantially affixed equipment, and is normally acquired and installed as a part of a facility project (NPR 4200.1). This equipment and associated interferences (e.g., boilers, ducting, piping, guards, hatches, conduit, wire, controls, filters, etc.) provide the mechanical, electrical, and other utility services required for building occupancy.
- b. It is Ames Research Center's policy that all electrical and mechanical rooms and the collateral equipment located inside them are to be used for their designated purposes only. These spaces shall only contain the equipment needed to perform their functions, and not used for storage purposes. Only authorized personnel may access these rooms. Except when designated as an emergency exit, mechanical rooms may not be used as short cuts to adjacent facilities or as a means of egress.
- c. There may be instances where telecommunication equipment is integrated with mechanical and electrical rooms. Disturbing this type of equipment can be detrimental to IT security and telecommunications. Refer to APR 2815.3, IT Cable Plant and Equipment Access Control for additional access requirements for these rooms.

## 2. APPLICABILITY

- a. This APD is applicable to all personnel accessing mechanical and equipment room areas.
- b. This APD is applicable to ARC and associated facilities (e.g., NASA Research Park).
- c. This APD applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material
- e. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

## 3. AUTHORITY

- a. NPR 4200.1, NASA Equipment Management Procedural Requirements
- b. 2019 California Fire Code, CCR Title 24, Part 9<sup>1</sup>
- c. NASA-STD-8719.11B, Safety Standard for Fire Protection

## 4. APPLICABLE DOCUMENTS AND FORMS

- a. None.

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<sup>1</sup> 2019 California Fire Code: <https://www.dgs.ca.gov/BSC/Codes>

## 5. RESPONSIBILITY

- a. **Organizational Directors** are responsible for ensuring that Division and Branch Chiefs enforce this APD.
- b. **Division and Branch Chiefs** are responsible for removing any unauthorized items from mechanical and equipment rooms.
- c. **Division and Branch Chiefs** are responsible for costs associated with tampering of any collateral equipment.
- d. **The Branch Chief of Plant Engineering (Code JCM)** is responsible for authorizing access to mechanical and equipment rooms. Only authorized personnel are allowed to access these rooms.
- e. **The Logistics Branch (Code JSL)** is responsible for:
  - (1) Removing unauthorized and unremoved materials and storing them for 15 workdays at the cost to the organization of origin.
  - (2) Disposing of unclaimed items at the cost to the organization of origin.
- f. **Facility Services Managers (FSMs)** of each building are responsible for ensuring personnel in their building adhere to this APD.
- g. **Building Keyholders** are responsible for their key and to not use it for unauthorized access to spaces.

## 6. DELEGATION OF AUTHORITY

None.

## 7. MEASUREMENT/VERIFICATION

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.
- b. Verification will occur during periodic maintenance and facility assessments throughout the year.

## 8. CANCELLATION

- a. APD 8810.1, Mechanical and Equipment Rooms Safety, dated December 12, 2016.
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Eugene Tu  
Director

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## DISTRIBUTION:

Internal and external distribution.