



Checklist for Seismic Safety Considerations for Office Renovations

Final – July 2010

- Shelving frame must be securely fastened to wall framing (studs or backing). Shelves must be securely fastened to the frame or be behind vertical molding. Shelves must have shelf lip or other means to restrain stored items. Shelving systems in storage rooms and closets must be designed to allow a minimum of 18-inches of clearance below building sprinkler heads.
- Wall-mounted cabinets, lockers or closets must be securely fastened to wall stud or backing. Cabinet doors must have positive latching device or other means to secure in closed position. Ensure that “Close the Door” stickers are placed on sliding door cabinets.
- File cabinets more than 4 feet in height must be either arranged in groups and fastened together, or secured to an adjacent wall in order to prevent overturning. Cabinets must have latching drawers.
- Bookcases more than 4 feet in height either must be placed back-to-back and fastened together, or be secured to a wall. Library bookcases (+6 feet height) require floor or wall anchorage as appropriate.
- Wall-mounted TV or video monitors typically utilize a manufactured mounting bracket. The mounting bracket must be fastened to wall stud or backing. TV or video monitors must be secured to the bracket.
- Pictures or other wall-hung items must utilize closed eye-hook connectors and, except for light objects (< 5 pounds), the supporting hardware must be connected to wall framing (not only to drywall).
- Wall-mounting hardware for fire extinguishers must be secured to wall studs. The fire extinguisher must be secured to the cabinet or bracket.
- Free-standing and cubicle partitions must be adequately braced to prevent horizontal movement at the top of the partition. Bracing is typically provided by connections to intersecting partitions or modular furniture. Particular attention must be given to partitions that support shelving or cabinets.
- Large or heavy office equipment or furniture must be restrained to prevent sliding, or located in such a manner that it will not block an exit.
- Glass adjacent to or within an entrance or exit doors must be safety glass (i.e. tempered or laminated). Safety glass can be identified by an etched mark on each pane. Replacement of non-compliant glass with safety glass in these locations is recommended.
- Desktop or countertop equipment (e.g., computers, monitors, printers) must be secured to the desk, counter, or wall to prevent the equipment from sliding and falling from the desk or counter. For break rooms, secure microwave ovens, coffee makers and toasters.



- When not in use, carts must have wheels locked, or alternatively, the cart can be tethered to an adjacent wall. Equipment must be secured to the cart.
- Freestanding objects (e.g., empty or full extra water bottles) may require restraint to prevent overturning. Heavy or sharp objects placed 4 feet or more above the floor must be restrained. Secure contents within display cases to prevent broken glass (use museum wax or permanent mounting device).
- Freestanding equipment on wheels/rollers must have the wheels/rollers be tethered to an adjacent wall.
- Refrigerators, vending machines and similar equipment must be secured to the floor and/or adjacent wall, unless confined by cabinets, casework, or walls on three sides. Refrigerator and freezer doors are be fitted with a seismic refrigerator / freezer latch.