HSC OP: 61.08, Building Decorations and Decorative Materials

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to state the basic requirements, to establish reasonable rules covering the use of decorations and decorative materials for campus events on and in TTUHSC buildings and to define decorations and decorative materials.

REVIEW: This HSC OP will be reviewed on September 1 of each even-numbered year (ENY) by the Directors of Environmental Services and Safety Services, and the Assistant Vice President for Physical Plant and Support Services, with recommendations for revisions forwarded to the Executive Vice President for Finance & Administration by October 15.

POLICY/PROCEDURE:

1. Decorative Materials. Current legislation precludes the use of state appropriated funds for purchase, rental or maintenance of interior decorative plant materials. The use of other funds is acceptable.

   Decorative materials include:
   
a. Draperies, streamers and surface coverings applied to interior or exterior of buildings for decorative, acoustical or other effects (all drapery fabrics must meet or exceed NFPA 701);

b. Cloth, cotton batting, plastics, paper or paper products, straw, vines, moss, leaves, trees and other material used for decorative effects;

c. Trees, live or cut, real or artificial, when used as decorative devices, along with lights and other items used on or in conjunction with these trees;

d. Electrical lighting displays used as decorations; and

e. Baled or loose hay or straw, cardboard walls or partitions, paper and wood frame walls and partitions.

2. Use of Decorations. The use or placement of any decoration or combination of decorations that could impede or limit egress shall not be allowed. Example: Artificial tree decorated for Christmas placed in a corridor reducing or limiting egress. Materials identified in Section 1.a. and b. must be flame retardant and capable of passing the following test: No decorative materials shall be used which will ignite and allow flame to spread over the surface or which allow burning particles to drop when exposed to a match flame test.

   NOTE: Combustible materials may be treated with an approved flame retardant formulation so as to meet this requirement.

   CAUTION: Satisfactory flame test results must be obtained before such treated material is used.

3. Decorative Trees and Foliage.

   a. Live potted trees and plants are permitted, in accordance with Para. 6.

   b. Live cut trees, boughs and wreaths are not permitted.
c. Artificial trees, boughs are permitted, providing they are constructed of flame retardant material, in accordance with Para. 6.

4. **Electrical Decorations.**
   
a. All wiring, controls, lights, appliances, or other electrical equipment used as a part of or in conjunction with decorations must be installed in a manner approved by the HSC Fire Marshal or Plant Operations/Facilities Operations and Maintenance and be of sufficient capacity to take the electrical load required. There shall be no open splices, frayed wiring, cracked insulation, defective equipment or other indications of weakness in the wiring.
   
b. No open or unguarded light bulbs, spotlights or floodlights will be permitted to be in contact with any combustible surface.
   
c. All lighting must be UL listed and must be used in accordance with manufacturer’s recommendation. All lighting must be on a timer to turn the light on and off automatically at the beginning and end of each business day (LED lighting is preferred). All timing devices must be UL listed.
   
d. All extension cords are for temporary use only and must be pre-approved by HSC Fire Marshals. Power strips must be circuit-breaker protected and UL approved.

5. **Open Flames.** The use of unguarded fires or flames, including candles and sterno warmers used by caterers, are not permitted.

6. **Approval of Installations.** Prior to installation, all building decorations and decorative material shall be reviewed and approved by the HSC Fire Marshal, the Director of Environmental Services, and the regional campus Director of Facilities Operations and Maintenance after consultation with the Regional Manager of Safety.