



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.08, **Building/Workspace 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, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services 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. **Personal Office Décor**

- a. Many TTUHSC employees' workspaces are situated such that the employees may bring personal items such as family pictures, diplomas, etc. to his/her workplace, keeping in mind that any personal item contributes to the business environment of the department. If the workspace is open to the public, the department may have additional guidelines to help ensure a professional image.
- b. TTUHSC is not responsible for the loss or damage to personal items; therefore, valuable or one-of-a-kind items or collections should not be brought to the workplace.
- c. Upon resignation or retirement, employees shall remove personal items from his/her work area immediately upon leaving employment, unless arrangements have been made with Human Resources for pick-up on a specific date. Any items remaining after 30 calendar days following the employee's last day at work shall be discarded without notice at the discretion of TTUHSC.
- d. Décor for Public Areas- subject to selection and/ or approval by Facilities team. Personal décor items and / or plants, may not be placed in a public area. Requests for consideration of a specific décor for a public area may be submitted on the Facilities and Safety Services portal. Any personal items stored in a public area is subject removal and/ or disposal by Facility Operations.

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.