TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.08, **Building Decorations and Decorative Materials**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP 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 TTUHSCEP buildings and to define decorations and decorative materials.

REVIEW: This HSCEP OP will be reviewed on September 1 of each even-numbered year (ENY) by the Senior Directors of Facilities Operations and Maintenance – Physical Plant (FOM), Safety Services – Physical Plant, and the Managing Director for Physical Plant and Support Services or designees, with recommendations for revisions submitted to the Chief Operating Officer or designee 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. 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 HSCEP Fire Marshal or Physical Plant/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.

5. **Open Flames.** The use of unguarded fires or flames is not permitted.

6. **Approval of Installations.** Prior to installation, all building decorations and decorative material shall be reviewed and approved by the HSCEP Fire Marshal, the Senior Director of FOM, and Sr. Director of Safety Services after consultation with the MDPPSS.