



# 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 Sr. Director of Facilities Operations and Maintenance (FOM), Sr. Director of Safety Services, and the Managing Director of Facilities Support Services (MDFSS) or designee(s), with recommendations for revisions submitted to the Chief Financial 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 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;
  - e. Baled or loose hay or straw, cardboard walls or partitions, paper and wood frame walls and partitions; and
  - f. Any material used for decorative presentation, themes, holidays, and/or enhancing visual aesthetics not already built in as part of the original building design, artwork, or façade.
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.

Decorations must be installed as freestanding in nature. Any decorations that are attached to the building (interior or exterior) must be approved by Facilities Support Services. All fastening must be approved by the Senior Director of FOM or designee. All tape must be paint grade blue tape.

Any damaged occurred due to the negligence of the installation will be repaired and the appropriate department will be charged accordingly. Spray painting or other aerosol products are prohibited.

The department will be responsible for clean-up after the event, holiday, or occurrence is complete. This includes the removal and disposal of all decorations. Facilities Support Services will determine if the department will be charged for additional cleaning services based on the severity of the post event conditions. Facilities Support Services will provide trash cans and trash bags for disposal purposes only after corresponding work order(s) have been submitted.

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 Facilities Operations and Maintenance and be of acceptable capacity to allow for connection to the institution's electrical infrastructure. There shall be no open splices, frayed wiring, cracked insulation, defective equipment or other indications of weakness in the wiring. Such items shall be removed immediately.
- 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 electrical installations must be inspected by the supervisor of the FOM Electrical Shop or designee.

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 MDFSS.