Title: Interior Finishes and Furnishings Procedure

Policy #: EC - 40

Purpose:
The purpose of this guideline is to insure that the purchasing and installation of all Bedding (includes support material and fabric covering), Window Treatments, Cubicle Curtains, Furnishings, Artwork, etc. meet or exceed the federal and state requirements for flammability and smoke spread and other internal standards as set forth by BIDMC. By compliance with this policy the Medical Center will be providing a safer environment for patients, visitors, and staff.

Scope:
This program applies to all medical center locations, including off-site facilities.

Procedure:

I. Renovations/New Items

A. Prior to the purchasing of any materials used for the above-mentioned items, it is the responsibility of the individual / department to insure that the items are compliant with the most recent Fire Life Safety Code requirements for a Healthcare Institution.

- Fabrics to be fire rated (Cal 133)
- Cubicle curtain to have 18 inch by ¼ inch mesh hole at top of curtain. At bottom, to be no less than 6 inches off of floor

B. In order to insure this compliance, the supplying vendor is required to submit test reports showing the compliance ratings and the acceptability of the materials to be used by the local authorities having jurisdiction.

C. Those authorities include:
- Boston Fire Department
- State Fire Marshall's Office
- State Department of Public Safety

D. The vendor is required to submit certificates of compliance with the individual / department prior to any items being delivered or installed at the Medical Center. It is the responsibility of the individual / department to keep a copy of the compliance certificate on file and available for review at any time. A copy must be forwarded to the Director, Facilities

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E. It is the responsibility of the vendor to confirm with all seating manufacturers, the appropriateness / compliance of all COM fabrics and vinyl's with their upholstery techniques prior to ordering COM fabrics and vinyl's.

F. Recommended furniture vendors who know our institutional standards and specifications are:
- Creative Office Pavilion
- Strategic Workspaces
- Environment at Work
- Office Environments

G. It is the responsibility of the vendor to insure that all materials are compliant with the Life Safety Codes requirements and must produce a certificate of such compliance prior to any item being delivered or installed on Medical Center properties.

H. It is the responsibility of the vendor / buyer to insure that all artwork meets the following criteria:
- All glazing on artwork and pictures that are located in patient care and public areas is to be a plastic type material and not glass.
- Artwork in private offices is allowed to have glass glazing although the plastic type glazing is preferable.
- Only Facilities or Approved contractor can hang artwork as part of renovations. Maintenance is responsible for overseeing the hanging of all other artwork that is not part of renovations but will be located in a patient care area (i.e. patient rooms, exam rooms, corridors within patient buildings). When securing artwork, pre-approval as to the type of materials to be used and at what height it should be mounted for maximum safety shall be obtained from Facilities by the contractor.
- In the office setting, it is the responsibility of the occupant of the office to ensure that the artwork is hung at an appropriate height with the appropriate hanging materials. If needed, office occupants may contact Maintenance for advice and/or assistance.
- Height of artwork mounting must take into consideration location and potential safety concerns related to adjacent furniture and traffic patterns.

I. If items which are covered under this policy are being purchased as part of a renovation project, it will be the responsibility of the Facilities Project Manager to insure compliance as stated above and to maintain the proper documentation / certificates in the project file. If there is any

question as to the appropriateness of the artwork or their mounting heights please contact the Facilities Planning office for clarification.

J. Should any furniture or other interior furnishing items arrive at the Medical Center or be discovered within the Medical Center that do not appear to comply with this policy and there are not certificates to confirm the item's compliance, they will be removed immediately. Similarly with artwork, any artwork found to be inappropriately hung or to have glass glazing in patient care and public areas will be removed immediately.

II. Recycling and/or Repairing of Existing Items

A. All artwork / pictures recycled for use in patient care areas must comply with the same standards as set forth above for new items.

B. It is the responsibility of the specific department to notify Maintenance (Service Response Center 617-632-0070) for any artwork that needs to be hung or repaired. Priority will be given to patient care areas in scheduling of this work. Replacement of cracked glass with plastic will be done upon notification from the departments by Maintenance at the departments cost.

III. Penalty for Non-submission of Documentation:

Failure to comply with the procedures stated in this policy and/or failure to submit proper documentation of materials will result in removal of items from the medical center at no additional cost to BIDMC and withholding of final payment until conditions are resolved. Failure to comply can result in vendor being prohibited from doing future work with BIDMC.

Vice President Sponsor: Walter Armstrong, Sr. VP Capital Facilities and Engineering

Approved By:

☒ EOC Committee: 3/13/13 Ken Sands & W. Armstrong Co-Chair

Requestor Name: Dennis Monty, Director, Facilities, Planning, Design & Construction

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Eliminated:
References
Stakeholders:
Facilities, Planning, Engineering, Energy, and Infrastructure

Program Controls Group
Contracting
Environmental Health and Safety
Maintenance Operations
Clinical Engineering
Public Safety
Telecommunication