<<Facility Name>>

POLICY TITLE: DRAPES, CURTAINS AND DECORATIONS

| APPROVED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Effective Date: \_\_\_\_\_\_\_\_ |
| --- | --- |
|  | Revised Date: \_\_\_\_\_\_\_\_ |

1. POLICY

It is the policy of <<Facility Name>> that all draperies, curtains and combustible decorations utilized within the building will meet applicable flammability requirements. The furnishings governed by this policy include, but are not limited to:

* Window draperies and valences
* Curtains (including cubicle or privacy curtains, but excluding curtains at showers)
* Stage or theatre curtains
* Vertical folding shades
* Roll-type window shades
* Fabric vertical shades or blinds
* Horizontal folding shades
* Swags
* Fabric horizontal shades or blinds

Plastic used as temporary construction barriers

Decorations governed by this policy include, but are not limited to, artificial plants and loosely hanging fabrics, films and holiday decorations on walls or doors or suspended from the ceiling.

1. PURPOSE

To ensure that residents, staff and visitors at <<Facility Name>> are protected against the spread of fire by establishing procedures to be followed relating to the purchase and use of draperies, curtains, combustible decorations and plastic used as temporary construction barriers.

1. RESPONSIBILITY
	1. Responsibility for development and implementation of this policy rests with the facility safety officer.
	2. Responsibility for ensuring that all draperies, curtains and combustible decorations procured for use at <<Facility Name>> meet applicable flammability requirements rests with the facility purchasing director.
	3. Responsibility for approval of plastic used as temporary construction barriers to be used in remodeling projects to ensure compliance with applicable flammability requirements rests with the facility environmental services director.
	4. Responsibility for ensuring that all draperies, curtains and combustible decorations are cared for in accordance with manufacturer’s instructions rests with the facility housekeeping director.
2. PROCEDURE
	1. Natural cut trees and decorative vegetation (e.g. wreaths, Christmas trees, hay bales, corn stalks, straw, etc.) and cellular or foamed plastic decorations are prohibited at <<Facility Name>>.
	2. Only draperies, curtains, artificial vegetation (e.g. plants, leaves, trees, vines, moss, etc.), plastic used as temporary construction barriers and combustible decorations (e.g. batting, cloth, cotton, paper, plastic) that meet applicable flammability requirements will be specified for purchase and use at <<Facility Name>>.
	3. The vendor will be responsible for providing written documentation for each product purchased certifying that it is flame resistant based on testing performed in accordance with NFPA 701. Manufacturer’s documentation must include proper care instructions
	4. Purchasing will mark each piece of documentation to identify the specific location(s) in which the product is present.
	5. Purchasing will keep this documentation on file until the product is removed from the building.
	6. Staff will be informed of this policy at time of hire.
	7. Residents or their appointed representatives (as appropriate) will be informed of this policy upon admission to the facility.
	8. Housekeeping staff will be responsible for reporting any draperies, curtains or combustible decorations brought into the building by residents, their family members or others.
		1. Such items will be reviewed by the facility environmental services director to verify compliance with applicable flammability requirements.
		2. Any item found out of compliance with applicable flammability requirements will be immediately removed from the building. As an alternate, facility maintenance staff may treat the item with an approved fire retardant in accordance with the following:
			1. The product used must be listed by Underwriters Laboratories (UL), Factory Mutual (FM) or some other nationally recognized independent testing laboratory.
			2. The product used must be compatible with the material(s) to which it is applied.
			3. Manufacturer’s documentation needs to be obtained that:
* Clearly identifies the material(s) to which its product can be applied (e.g. paper, fabric, plastic, etc.); and
* Certifies that, with proper application of the product, the material to which it is applied will be rendered flame resistant as demonstrated by testing in accordance with NFPA 701.
	+ - 1. Application of the product must be performed in strict conformance with manufacturer’s instructions.
			2. If so specified by the manufacturer, maintenance staff will periodically reapply or renew the treatment in accordance with manufacturer’s instructions.
			3. Maintenance staff will keep a label from the container of each product used and keep written documentation:
* Identifying who applied the fire retardant to the item(s) in question,
* Stating the date the fire retardant was applied,
* Listing the item(s) to which the fire retardant was applied, and
* Certifying that the fire retardant was applied in accordance with manufacturer’s instructions.
	+ - 1. This documentation will be maintained on file until the treated item is removed from the building.
	1. Laundry and housekeeping personnel will follow manufacturer’s care instructions to ensure that flame retardant treatments (whether factory-applied or otherwise) are properly maintained.