



## **Policy Title**

Decoration

## **Identifier**

USCSOMG – FCMN – 4.00

<b>Prepared by:</b> School of Medicine Greenville Staff	
<b>Approved by:</b> USCSOMG Policy Committee	<b>Approval Date:</b> 12/12/2022
	<b>Effective Date:</b> 01/02/2023

## **LCME Standards**

N/A

## **Scope**

University of South Carolina (USC) School of Medicine Greenville faculty, staff, and students

## **Policy Statement**

Guidelines for decorations on the USC School of Medicine Greenville campus

## **Reason for Policy**

Facilities Management and Safety

## **Procedures**

- 1) This policy applies to USC School of Medicine Greenville building and the Health Science Administration Building (HSAB). All faculty, staff students and visitors are required to abide by these rules. Each department is responsible for monitoring and authorizing appropriate decorations.
  - a) The American and South Carolina flags may be displayed in their appropriate position based on federal and state guidelines.
  
- 2) Decorations should comply with the following guidelines:
  - a) Small plants may be placed in personal office spaces.
  - b) Only "Flame Proof" decorations with the Underwriters Laboratories Label and proof provided by the manufacturer will be allowed within the facilities.
  - c) Highly combustible materials such as cotton batting or balls, straw, dry vines, leaves, trees, artificial flowers or shrubbery shall not be used in the facilities.
  - d) Candles or latex balloons shall not be used.
  - e) Live trees and large plants may not be displayed. Only artificial trees that are "Fire or Flame Proof" as approved by the Underwriters Laboratories Label (UL) and Facilities are permitted.
  - f) Artificial plants and trees may be decorated with non-flammable decorations only. Any decorations with lights shall be turned off when the area is not directly attended to by staff. Battery operated lighting is permitted.

- g) Crepe paper decorations and paper cut outs are not allowed. Decorations (for example, photos, paintings, other art) directly attached to the walls, ceiling, and non-fire-rated doors are permitted provided they do not exceed 20% of the wall, ceiling, or door areas in spaces in non-sprinklered smoke compartments; 30% in spaces in sprinklered smoke compartments; Doors requiring a minimum fire rating of 3/4 of an hour are free of coverings, decorations, or other objects applied to the door face. Informational signs, which are applied with adhesive only, are allowed provided that the informational signage does not exceed 5% of the door face area.
  - h) Tape is not permitted on building surfaces.
  - i) Decorations should not block hallways, are not permitted to stick more than 4 inches from the wall unless above a permanent piece of furniture, may not block access to a fire extinguisher and may not obscure open sight lines for emergency notification devices and signage such as fire strobes or exit signage.
  - j) Hanging decorations should not cause damage to walls, surfaces, and fixtures. Consult the Facilities Manager for proper hanging mechanisms.
- 3) Diversity and inclusivity should be considered with all decorations.
  - 4) Recognizing the needs of school groups, team-related activities and special events, decorating at additional times is permitted as long as it meets the preceding guidelines.
  - 5) Facilities reserves the right to remove any items that do not adhere to this policy, present risk, or are offensive or political in nature that is unrelated to workplace matters
  - 6) All decorations that have been procured by the institution must be safely and properly stored in a designated area when not in use.

## Sanctions

Failure to comply may result in disciplinary action.

## Contacts

Manager, Facilities and Integrated Technology

## Related Information

Prisma Health Fire and Safety Rules for Decorations (8/18/2022)

## History

Date of Change	Change
December 2022	Updated for diversity, equity, and inclusion considerations. Updated to include language and expectations from the new Prisma Health policy
July 2019	Editorial changes made due to branding updates and titles; formal approval not required.
June 2018	Policy formalized into standardized template, LCME CQI