

1.2.A.2 Specifications for Selection & Purchase of Facility Furnishings

I Policy Index:



Date Signed: 05/08/2017
Distribution: Public
Replaces Policy: 2A-2
Supersedes Policy Dated: 06/06/2016
Affected Units: All Institutions
Effective Date: 05/08/2017
Scheduled Revision Date: April 2018
Revision Number: 16
Office of Primary Responsibility: DOC Administration

II Policy:

All specifications for the selection and purchase of Department of Corrections' (DOC) housing facility furnishings will indicate the fire safety performance requirements of the materials to be purchased and will meet applicable National Fire Prevention Association standards.

III Definitions:

Furnishings:

Furnishings include mattresses and bedding, draperies, curtains, furniture, wastebaskets, decorations and similar items.

IV Procedures:

1. Facility Furnishing Specifications

- A. Fire safety performance requirements will be identified in the bid specifications for furnishings that require a competitive bid.
- B. The fire performance requirements for furnishings which are purchased directly will be known prior to purchase and will meet or exceed applicable National Fire Prevention Association standards.
- C. National Fire Prevention Association standards can be obtained through the purchase of the applicable manual(s) at 1 Batterymarch Park, Quincy, MA 02169-7471 or through the Internet at <http://www.nfpa.org>.
- D. This policy applies to all furnishings purchased on or after January 1, 2001.

V Related Directives:

National Fire Prevention Association standards

VI Revision Log:

June 2002: Revised Effective Date in Facility Furnishing Specifications C. to read January 1, 2001.

Added National Fire Prevention Association standards to Related Directives

June 2003: Changed signature block.

April 2004: **Added** contact information for the National Fire Prevention Association.

April 2005: No changes made.

April 2006: No changes made.

May 2007: **Revised** the policy statement.

April 2008: **Revised** format of policy in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management. **Revised** minor grammatical corrections within the policy. **Changed** "that are competitively bid" to "require a competitive bid" in subsection (A of Facility Furnishings Specifications section). **Added** an underline in the website address "<http://www.nfpa.org>" in subsection (C of Facility Furnishings Specifications section). **Changed** "purchases" to "purchased" in subsection (D of Facility Furnishings Specifications section).

March 2009: **Reviewed**, no changes.

April 2010: **Revised** formatting of Section 1.

April 2011: **Reviewed** with no changes.

May 2012: **Deleted** Non-Public and **Replaced** with "Public"

May 2012: **Reviewed** with no changes.

April 2014: **Reviewed** with no changes.

May 2015: **Reviewed** with no changes.

April 2016: **Reviewed** with no changes.

April 2017: **Reviewed** with no changes.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

05/08/2017

Date