

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Procurement of Offender Living Area Furnishings and Facility Fire Performance Interior Finish Characteristics

Policy Number: 511.33

Effective Date: 12/3/2020

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Facilities Division
(Fire Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

To delineate Purchasing procedures which ensure adequate fire performance characteristics of furnishings in and interior finish materials and bedding in offender housing areas.

II. Authority:

- A. O.C.G.A. §42-5-10;
- B. Ga. Comp. R. & Regs. 125-2-2-.01;
- C. DOAS Agency Purchasing Manual;
- D. GDC Purchasing Manual;
- E. National Fire Protection Association Codes and Standards (See Attachment 1); and
- F. ACA Standards: 5-ACI-3B-03 (ref. 4-4213, Mandatory), 4-ALDF-1C-10, and 4-ACRS-1C-15;

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

- A. Offender living area furnishings/fire performance characteristics.
 - 1. Examples of items which may be allowed in offender living areas provided they meet the minimum fire safety requirements: draperies, floor coverings, trash containers, storage cabinets, mattresses and bedding.
 - 2. Examples of items which are not allowed in offender living areas are: untreated wood furnishings, untreated Class A combustibles, i.e., paper and wood

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products, unless stored in fire retardant containers, live Christmas trees and combustible decorations.

3. To ensure that all future procurement of material/furnishings for offender living areas meet the minimum Fire Safety Standards, the following statement must appear in all bids and purchase orders:
 - a. All material/furnishings shall meet the minimum fire safety requirements of the *Life Safety Code 101* and have been tested in accordance with standard methods of the *National Fire Protection Association*.
4. All facilities must verify that the material/furnishings in offender living areas meet the minimum fire safety standards by:
 - a. Requiring the vendor to supply documentation that the materials/furnishings used in offender living areas have been tested.
 - b. Submitting each product's fire test performance data to GDC Fire Services for review of the test data to ensure compliance with all applicable codes and standards.
5. Mattresses and pillows must meet the requirements of *NFPA 101-6-6*.

V. Attachments:

Attachment 1: Related Directives

VI. Record Retention of Forms Relevant to this Policy:

Attachment 1 shall be utilized as a reference until revised or obsolete.