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| <b>Art and Installation Safety Guidelines</b> |                      |   |
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Portland State University supports the campus community in the expression and installation of a wide range of artistically diverse projects. As an addendum document to the existing “Art and Installation Request Form for Students, Faculty and Staff” these Art Installation Safety Guidelines list: fire life safety, building, and ADA code concerns for applicants to follow when installing their art project.

**GUIDELINES FOR ART INSTALLATIONS:**

1. All exits and egress pathways shall be unobstructed, not covered with drape or other items, unlocked and in no way impaired, unless specifically allowed by Special Events Permit from Portland Fire Bureau and shown on approved floor plans. No baffles (drape set back in a draped exit opening) are allowed.
2. Hallways shall maintain the minimum width of the width of the egress doors throughout the art installation area, and shall not impede or protrude objects into the egress pathway. A minimum width shall be 4ft.
3. The installation shall not impact clear and visible access to ALL fire extinguishers, fire hose cabinets and fire alarm pull stations.
4. Nothing shall be suspended from the building fire sprinkler piping or sprinkler heads. Nothing shall be closer than 36” below a building fire sprinkler head.
5. Propane cylinders, flammable gases, liquids or solids are strictly prohibited from being used in any building, enclosed tent or structure, unless specifically allowed on approved permit from Portland Fire Bureau.
6. The art installation should not have any off-gassing of chemicals when it is brought into buildings. If any off-gassing occurs the installation must be removed immediately.
7. Decorative materials, booth walls, pipe & drape, canopies, etc., shall be effectively flame proofed or of a type acceptable to Environmental Health & Safety (EHS). Application of fire retardant material shall be a non-toxic material and must be submitted to EHS prior to procurement and application on the art installation. Use of bark mulch, dust or chips inside structures is not allowed unless approved by this EHS.
8. Enclosed structures or canopies larger than 10x10’, are not allowed inside buildings unless approved by Special Events Permit from Portland Fire Bureau. All approved solid coverings or structures with roofs are to have all electrical power disconnected at the close of show each day. Canopies with a flame-retardant mesh type covering, which allows water to easily pass through, is acceptable. All must be at least 36” below the building fire sprinkler system heads.
9. Displaying of vehicles, trailers, or similar, which are equipped with liquefied petroleum gas containers shall have such containers emptied and reduced to atmospheric pressure BEFORE bringing them into

the building. Any such vehicle with a gasoline or alcohol stove must have such stove completely emptied and reduced to atmospheric pressure, prior to entering the building. Demonstrations or art displays of stoves, lights or other appliances fueled by flammable or combustible gas or liquids will not be authorized.

10. If a vehicle is intended for the art installation, the vehicle fuel tank shall not be more than one-quarter full or 5 gallons, whichever is less, and shall be equipped with a gas cap which is either locking or taped in place. Gasoline or other fuels shall not be drained from, or added to, any vehicle within a building. Battery cables shall be disconnected and taped or the cables or batteries removed. VEHICLE KEYS to be on-site during event, or the vehicle doors left unlocked. Vehicles with cut-off switches may have switch in "off" position and batteries connected.
11. Portable space heaters of any type are not to be used, unless approved on this permit and after an inspection by Environmental Health & Safety.
12. Provide minimum 8 foot wide aisles throughout, unless approved otherwise.
13. All banquet tables are to be spaced a minimum of 31 inches apart when seating on one side and 50 inches apart when seating on both sides.
14. All required exits from a building, room, draped area or a tent, as shown on the approved floor plans, shall be equipped with working lighted battery-backup exit signs, with 2 emergency lights per exit sign, placed and centered above the exits.
15. Provide one 2A:10BC rated fire extinguisher, serviced per Fire Codes, and placed by each approved exit in a visible location or as otherwise noted on approved floor plan.
16. Maintain adequate lighting levels and do not alter, block, or remove light fixtures from the space.
17. Powered equipment must be kept in good repair and shall not have frayed cords or damaged outlet plugs.
18. Power strips must have circuit breakers (surge protectors) in place and must carry a UL (Underwriters Laboratory) certification for use.
19. Power strip surge protects cannot be plugged into another power strip to extend electrical service to an installation.
20. Extension cords are not allowed for any art installation. Surge protected cords are allowed in lieu of extension cords.
21. Power cords or cables must be secured to the floor using a cord ramp or gaffer tape to prevent trip hazards.
22. Ensure no object(s) extends more than 4 inches out into the hallway, walkway, or corridor from the wall (such as a wall sconce) between 27 and 80 inches (2'3" and 6'8").
23. Ensure no objects extend any distance from the hallway, walkway, or corridor from the wall below 27in to the ground.
24. In locations that would allow for art installations, and allow for the placement of furniture (benches) for viewing art, benches are only allowed on one side of the exhibit space, and must not impact the minimum width of the egress pathway.
25. Art installations cannot include live animals and the use of animal skins or animal body parts must be approved by EHS in advance.
26. No items that contain or attract vermin (e.g. food, rubbish waste) are allowed.