

INSTALLATION OF CUBICLE CURTAINS AND WINDOW TREATMENTS

This policy explains the procedure for the installation of fire-retardant hospital-grade cubicle curtains, window drapes, miniblinds, and vertical blinds. This policy refers to the Patient Care Units (PCU). Other departments in the Clinical Center (CC) requiring assistance may contact the Office of Facility Management (OFM) for a list of vendors.

PROCEDURE

The Hospital Administrative Officer (HAO) will survey the area to determine the need for cubicle curtains or window treatments.

Cubicle curtains should have at least 18 inches of mesh at the top of the curtain. Drapes and/or valances can be hung either inside or outside the window well. They must clear the air vent near the window. For Mental Health units, contact the HAO at 301-496-9490 for special requirements.

- The HAO will arrange a meeting with the Head Nurse to select fire-retardant hospital-grade fabric.
- The HAO will contact the vendor(s) who have fabrics on General Services Administration (GSA) Federal Supply Schedule.
- Have vendor(s) send quote(s) to HAO, OFM, Building 10, Room. 4A13, or Fax to 301-480-1267.
- A purchase requisition is entered into the DELPRO by the HAO, is approved by the approving official, and is forwarded to Purchasing and Contracts. A purchase order will be issued to the vendor with the lowest bid.
- The HAO will notify the Head Nurse and vendor for scheduling and installation.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director