

**POLICY INTENT NOTICE**

**FILE NO.:** 16  
**DATE FIRST ISSUED:** 6/20/96  
**REVISION DATE:** 06/19/08

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**Subject:** Interior-Finish Materials(s)  
Approval

It has been OSHPD practice that all interior-finish materials be approved by the Area Compliance Officers (ACO) prior to the materials' installation. This approval procedure required the design professional-in-charge or the facility's representative to submit a complete package containing material samples, manufacturer's specifications, testing laboratory reports, etc., to the ACO's for their review, to determine code compliance as to cleanability, durability, flame spread, smoke development, etc. In addition, the Office, at the request of manufacturers, engaged in a materials pre-approval process. This resulted in letters issued by the Office expressing approval of a particular product line. These practices have led to a great deal of confusion and inconsistencies as to the methods used to determine and verify code compliance of interior-finish materials.

**POLICY:**

Effective immediately the Office will implement the following procedures:

1. The Office will not review and/or approve individual manufacturers' products for installation in health facilities. Letters of approval previously issued by the Office for particular manufacturers' product lines should not be used in the determination of acceptable finish materials for installation in health facilities.
2. All documents submitted to the Office for approval which involve interior-finish materials shall include interior finish material schedules and specifications. When necessary, this portion of the work may be deferred. Reference: Section 7-125, 2007 California Administrative Code (CAC).
3. The architect in responsible charge, the inspector of record and the contractor are responsible for assuring conformance with the approved plans and specifications as well as code conformance of materials incorporated into the project.
4. When interior-finish materials are installed on other than an approved project, the health facility will be required to designate a representative who will be responsible for compiling and reviewing the necessary information required for code conformance to Chapter 8 of the 2007/ 2001 California Building Code (CBC). A file containing all such information will be kept on site and available for review by the Office.

Original Signed 06/19/08  
John D. Gillengerten Date