

HOLIDAY DECORATION GUIDELINES

Please observe the following guidelines to minimize potential fire hazards associated with holiday decorations and to comply with fire prevention regulations. If there are questions, please contact Robyn Herring at 867-6111.

- **Environmental Health and Safety strongly recommends against the use of live or cut Christmas trees in college buildings.** Cut trees brought into the buildings must be treated with a flame retardant and be supported with a heavy duty stand containing enough water to wet no less than 1 inch of trunk above the cut.
- Artificial trees that contain conductive metal components may not be decorated with electrical lights.
- Use only heavy-duty UL approved extension cords for decorations. Inspect any previously used light cords and extension cords before installation to assure they are free of damage or fraying.
- **No multi-plug adapters may be used.** Use power strips with a fuse or a circuit breaker instead.
- No electrical cords (either extension or light cords) may be routed through doorways or under carpeting. The opening and closing action of a door and people walking over the carpet will damage the cord, creating a severe hidden fire hazard. Cords may not be routed across hallways because they become tripping hazards.
- Electrical cords and power strips used for decorations must be unplugged (not just turned off) at the end of each day. Holiday decorations must be removed before personnel leave for the holiday closure (Dec 24 and 25).
- No items may be attached to or hung from sprinkler heads or sprinkler system piping. This is a particularly important requirement because of the potential for breaking the heads, pipes or pipe hangers.
- Paper decorations should not cover more than 25% of the surface area of any wall. For example, if an office wall is 8 feet high by 10 feet long, the paper decorations should not cover more than 20 square feet of wall area.
- Decorations must be kept away from exit signs, fire alarm devices (pull stations, smoke and heat detectors, etc.), fire extinguishers, and emergency and normal-use light fixtures. Exit signs and emergency lights must not be obstructed in any way. Decorations must not obstruct exit corridors or doors.
- Do not use spray applied artificial snow. This type of decoration will set off smoke detectors faster than you can say "Ho Ho Ho"!

Thank you for your assistance. Environmental Health and Safety wishes everyone a **safe** and happy holiday season!