

Decorative Display Guidelines

GENERAL

- Under no circumstances shall the following be blocked:
 - ✓ Exits
 - ✓ Stairways
 - ✓ Doorways
 - ✓ Exit signs
 - ✓ Lighting (overhead or lamp)
 - ✓ Fire sprinkler system
 - ✓ Smoke detectors
 - ✓ Fire alarm pull stations
 - ✓ Fire extinguishers
 - ✓ Or any area providing normal egress
- All fire protection equipment shall be visible and convenient at all times. This shall include extinguishers, alarm boxes, fire alarm strobes, etc.
- Event sponsors shall review decoration plans with EH&S at least two weeks prior to event, or at time of reservation.

TREES

- The use of natural cut holiday trees is prohibited inside all University buildings.
- The use of artificial trees is permissible in all University buildings. Artificial trees must be labeled “fire resistant”, “flame retardant”, “noncombustible”, or “resistive to burning” by the manufacturer.
- Trees used indoors must be less than six feet tall and may not extend higher than one-foot from the ceiling.
- Keep trees away from heat sources such as radiators, air vents, large appliances, lights (overhead or lamps), etc.
- Turn decorative lights off and unplug whenever the area is unattended.
- All Christmas decorations should be removed prior to the University closing for the Christmas holiday.

DECORATIONS

- Do not hang decorations from sprinkler piping, sprinkler heads, any fire suppression system, heaters, radiators, or electrical outlets.
- All decorations such as garland, artificial trees, wreaths, tinsel, and streamers **MUST BE** labeled as “fire-proof”, “fire-resistant”, or “flame-proof” by the manufacturer.
- No decorations are permitted within stairwells, lobbies, or elevators. Electrical cords and electrical decorative lighting should not be placed in corridors or stairwells, impede egress, or cause a trip hazard.
- Holiday decorations are not to be hung from the ceiling, ductwork, or suspended from overhang pipes.
- Laboratories and/or shop areas should not contain decorative displays or holiday decorations.

- Do not run decorative lights or place decorations on the floor across any aisles or corridors.
- Streamers or other handmade decorations are not permitted in doorways or exit stairwells.
- Door decorations should not exceed more than one-half the surface of the door on either side.
- Decorations may not cover more than 20 percent of the wall area, unless fire proofed in an approved manner, and shall not be placed within six feet (6'0") of any fire safety device or equipment (e.g. smoke detector, sprinkler head, pull station, alarm and strobe light, exit sign, fire extinguisher, etc.)
- Candles and other sources of open flame are not permitted inside University buildings.

Items listed below are prohibited:

- ✓ Hay or straw (baled or loose)
- ✓ Dry moss
- ✓ Dry leaves
- ✓ Corn stalks or shucks
- ✓ Tumbleweed
- ✓ Cedar trees (including cuttings, sprigs, or branches)
- ✓ Bamboo
- ✓ Wood shavings, wood bark
- ✓ Saw dust
- ✓ Paper streamers
- ✓ Plastic sheeting
- ✓ Plastic pellets
- ✓ Flammable powders and liquids
- ✓ Confetti (in large quantities)
- ✓ Loose cotton

ELECTRIC LIGHTS

- Use hooks or clips specially designed for handling light strings instead of nails, staples, or thumbtacks.
- All holiday lighting should bear a "UL" testing lab seal of approval or Factory Mutual (FM) rating.
- Electric lights or electrically operated ornaments shall not be used on metal trees, which could induce electric shock.
- Carefully inspect any electrical decorations and/or lights for pinched, frayed, or exposed metal parts.
- Dispose of all defective electrical equipment immediately.
- Avoid laying electrical wires on floor surfaces to avoid incidents of electric shock.
- Do not connect more than three strands of light sets together.
- Do not plug cords and lights into an overloaded circuit.
- Multi-plug adapters are prohibited in University buildings and may not be used. Power strips with surge protection are allowable, but may not be daisy chained.