

# HOLIDAY DECORATIONS

## *Fire Restrictions*

Please remember as you decorate for the holiday season that the use of some decorations is restricted or prohibited in public buildings:

**ARTIFICIAL TREES**—must be listed as flame retardant by a nationally recognized testing laboratory (UL etc.) and the documentation must be kept on file for reference.

**LIVE TREES**--must be sprayed with a fire retardant and the verification tag must remain on the tree, available to fire inspectors. Untreated trees are prohibited. The main trunk of a live tree must be re-cut at least one inch above the original cut immediately before being placed in water and the water levels should be kept at least 2 inches above the cut end of the tree. Because of the inherent risk of using live trees, use of artificial trees is encouraged whenever possible. If you choose to use a live tree, please contact Risk Management (957-4041) for more detailed instructions before obtaining a live tree.

**TREE DECORATIONS**—must be non-combustible or flame retardant. Documentation verifying such must be kept on file for reference.

**CANDLES**--may be used in decorative arrangements, but candles may never be lit in a public building. Candle warmers may be used, but they must be turned off when someone is not physically present to watch them (even during lunch and breaks) and they must be turned off and unplugged each night when the area is closed.

**ELECTRICAL LIGHTS**—must be in good condition, without broken sockets or loose connections. Strings of lights may not be “ganged” or plugged together more than two stands. Do not leave lights on unattended or over night.

**EXTENSION CORDS**--must be heavy duty cords in good condition. Extension cords must be plugged directly into a wall outlet (not another extension cord, power strip, or surge protector) and the lights plugged into the extension cord must not exceed the amperage for which the cord is rated. Cords may not be run under carpet, and must be placed so that they do not present a *trip and fall* hazard to anyone walking through the area.

**IF YOU HAVE QUESTIONS**—or need additional details about these or other holiday decorating guidelines, please contact Risk Management (Nancy Sanchez 957-4041 or e-mail [nancy.sanchez@slcc.edu](mailto:nancy.sanchez@slcc.edu)).