

- Natural Christmas trees, wreaths and branches are NOT PERMITTED in any campus building.
- Only those artificial trees labeled “fire resistant,” “flame retardant,” or similarly indicating that the material used is non-combustible or resistive to burning shall be used.
- Trees used indoors must be less than or equal to six feet tall and no more than three feet in diameter at the base unless approved by Emergency/Risk Management. Trees shall not extend higher than 24 inches below the ceiling.
- Trees must be located away from exits and paths to exits, being careful not to block doors, aisles, corridors, equipment, or access to facilities.
- Keep trees away from heat sources such as air vents, large appliances, and lights.
- Artificial trees may be decorated with electric lights. However, only U.L. (Underwriters Laboratory) listed miniature lights in perfect working condition may be used. Metallic trees should NOT be decorated with any electrical decorations or lights.
- Wreaths and other decorative items on doors shall not obstruct the door operation and shall not exceed 50 percent of the surface area of the door.
- Decorative artificial vegetation shall be limited to not more than 30 percent of the wall area to which it is attached.

The following commonly used materials cannot be flame-proofed and therefore should not be used for interior decoration under any circumstances:

- o Hay
- o Dry Leaves
- o Corn Shucks
- o Dry Moss
- o Confetti
- o Cedar Trees
- o Wood Shavings
- o Flammable Liquids
- o Bamboo
- o Straw
- o Corn Stalk
- o Tumbleweed
- o Turpentine
- o Cotton
- o Cedar Branches
- o Sawdust
- o Flammable Powders

Lighting Safety

- Lighting devices using open flame or high heat, such as candles, lanterns, oil lamps, Halogen lamps, etc., are prohibited.
- Each electric light set used must bear the Underwriters' Laboratories (UL) label.
- Inspect each set, new or old, for broken or cracked sockets, frayed or bare wires, and loose connections. Discard damaged sets.
- Use no more than three sets of lights per strand. Do not overload electrical outlets. Use only one UL labeled electrical cord. If additional outlets are needed, utilize a power strip/surge protector rather than extension cords and multi plug adapters.
- Multi plug adapters are prohibited. Plugging extension cords into power strips/surge protectors are prohibited.
- Protect wires from damage. Do not run wires under carpet, through doorways, or across aisles or corridors. Do not place wires where they will be walked on. Do not use nails or tacks to hang wires. The use of approved cable crossings is permitted.
- Unplug lights when not in use.

Other Decorations

- Use only materials labeled as flame retardant or non-combustible.
- Do not block or obscure exits, paths to exits, or exit lights. It is prohibited to cover exit lights or conceal means of egress doors with curtains, drapes, decorations, or similar materials.
- Keep away from heat sources.
- Do not hang decorations from or attach them to any fire protection equipment or fire alarm devices.
- Ceilings shall not be covered by decorative materials.