Policy Statement

HOLIDAY DECORATIONS

In order to help keep festive times of the year from being marred by fires or accidents, we offer the following holiday display safety guidelines. Please post and share this information with your staff, and ensure that these guidelines are followed.

Applicable Campus:
All UC Denver Campuses

Purpose

To establish a policy for safe use of holiday decorations on campus property.

Scope

The policy covers all campus departments and staff.

Procedures

TREES: Artificial trees made of fire retardant materials having Underwriter’s Laboratory (UL) or Factory Mutual (FM) approval ratings are allowed. NO natural trees, wreathes, boughs or other decorations constructed from the branches of natural trees may be used. Metallic trees may create electrical hazards when placed in close proximity to electrical apparatus; therefore the use of electric lights on metallic trees is prohibited.

ELECTRIC LIGHTS: Light strings should carry a UL or FM approval tag. Use of miniature electric lights is encouraged since they are both cool and energy efficient. All holiday display electric lighting must be turned off or disconnected when the area is unoccupied.

DISPLAYS: Displays should be compact. Garlands, streamers or displays that extend down a hallway cannot be used because of their potential to spread fire and impede egress. Displays may not impact the automatic fire detection/notification or sprinkler systems. It is strongly suggested that these displays be confined to office areas. (Laboratories should not contain displays.)

An ABC-rated fire extinguisher should be accessible within 50 feet of the display. Exit routes must always be kept free of obstructions.
OTHER FIRE SAFETY CONSIDERATIONS:

Combustible decorations and electrical wiring should not be hung in locations where it could drop in egress pathways. This could cause entanglement, and potentially limit rapid escape. Long strings of material should not be draped down corridors, where it could easily spread fire from one area to another.

Candles or other open-flame sources are not allowed, due to the obvious fire potential. Decorative candles should have their wicks clipped or capped to discourage lighting.

**All of us with the Facilities Operations Department wish each of you a safe and joyous holiday season.**

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References:
- Previous Campus Holiday Decoration Guidelines, as articulated by the Campus Environmental Safety Committee
- 2006 International Fire Code