

**UNIVERSITY OF ALASKA - FAIRBANKS**

<b>SUBJECT:</b> Holiday Decorations	<b>Number: 1208</b>
<b>OBJECTIVE:</b> To Provide Guidance and Direction on the use of decorations in campus buildings during the holiday seasons.	<b>Adoption Date: Dec. 1998</b> <b>Revision Dates:</b>

**I. RESPONSIBILITY**

During holiday periods, University departments often decorate offices and other work areas. To prevent fire-related losses and injuries, University personnel are responsible for observing the following fire regulations. University fire department personnel monitor displays during holiday periods. Direct questions to the University Fire Marshal at 474-7681.

**II. FLAMMABLE MATERIALS**

Flame retardant paper, cardboard, and wood are allowed for construction of small decorative displays.

Extensive or elaborate paper, cardboard, or wood displays are not permitted.

Untreated paper, cardboard, or wood displays are not permitted.

No paper of any type may be placed inside the diffusers on the fluorescent lights.

Purchase flame retardant construction materials from art stores, hardware stores or lumber yards. Fire retardants may be purchased to apply to flammable materials used for decorations

The following materials are prohibited for decorative purposes: styrofoam, evergreen boughs, straw, hay, cotton, corn stalks, dry leaves, and other similar materials. These greatly increase the fuel load, ignition opportunities and many cause a flash fire that can overwhelm the building's fire protection systems.

**III. OPEN FLAMES AND CANDLES**

Open flames and candles may not be used as decorations at any time in University buildings.

**IV. PLACEMENT OF DECORATIONS**

Decorations are not to disguise, cover, or interfere with any safety device, e.g., fire extinguishers, standpipe hoses, exit signs, fire sprinklers, and alarm boxes.;

Decorations (including trees) are not permitted in emergency exit routes, i.e., stairwells, corridors, and elevator foyers. Exception: Flame retardant or noncombustible decorations may be placed on bulletin boards on the walls of corridors providing they do not obstruct or impede the operation of any life safety device.

Decorations of any composition are not permitted in elevators, elevator foyers, or stairwells.

## **V. ELECTRICAL DECORATIONS**

Electrical decorations must be in good condition and approved by Underwriter Laboratories (U.L.). Light bulbs or lighted decorations are not to contact combustible materials. Lights may not be left on when building or room is not occupied.

Electrical decorations cannot be hung from any fire protection equipment such as sprinkler pipes or heads and cannot obstruct any life safety equipment. The electrical decorations must be hung in such a way that the wiring is not damaged with nails or staples.

Extension Cords: See Policy on use of electrical extension cords.

## **VI. CHRISTMAS TREES**

Natural Christmas Trees are not permitted in campus buildings. Artificial trees may be used but are not permitted in any exitways, to include stairwells, corridors, exit enclosures or lobbies.

## **VII. DECORATION DISPOSAL**

Place disposed decorations in a standard dumpster. Stairways, exits, and electrical/mechanical rooms are not safe places to store decorations prior to disposal (even temporarily).