



If you plan to decorate campus spaces for **Winter Holidays**, please comply with the following safety regulations...



Keep all doors/doorways clear, within at least 48 inches, for unobstructed exit requirements.

Do not cover or obstruct emergency exit signage; decorations may not obstruct the view of an exit sign from any viewpoint in the space.



Assure there are no tripping hazards, such as cords or other décor. Cords may not be covered with rugs.

Don't hang decorations from sprinkler heads, or within 18 inches of the ceiling to allow fire sprinklers to operate as designed.



Inspect all lights, decorations, and extension cords for damage before using.

Don't use open flames, lighted candles, or spark-producing devices of any type. These are strictly prohibited.



Never connect more than three strings of incandescent lights together.

Use only electric or battery powered lights that are UL safety certified.



Make sure that decorations do not block any fire extinguishers, exit signs, pull stations, lights, light switches, walkways, corridors, and hallways.

Don't use naturally flammable items in offices. This includes LIVE trees, natural wreaths, real branches, or the like.



Purchase electrical decoration from reputable retailers and that are approved by a national recognized testing lab such as UL, ETL, or CSA.

Avoid overloading electrical outlets with too many decorations or electrical devices.



Turn off all electrical decorations before leaving the workplace.

Do not use snow spray Artificial snow spray can irritate the lungs if inhaled, refrain from using any types of aerosols.

