

Safety Guideline for Celebration Decorations

Date: 11/12/2020

EMUDPS-EHS-P039

Revision: 1

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Number: 1**I. PURPOSE**

This guideline is designed to assist residence halls and offices planning celebrations with decorations.

II. PROCEDURES

- A. Door decorations can only cover an 11x17 area of the door and only 20% of a wall. The 20% wall area excludes doors and windows.
- B. String lights may only be used for their intended purpose of decorative, seasonal use, not as an alternative light source or year-round use.
- C. String lights must be in good working condition, not modified from the manufacturer's original design and must be UL certified and FM approved.
- D. Use of incandescent lights is prohibited. LED lights are the only approved string lighting.
- E. The use of extension cords with string lights and other decorations is prohibited.
- F. Offices and residents are permitted to use string lights for up to 4 consecutive weeks per semester. The string lights must be removed and cannot remain in place.
- G. String lights need to be kept away from combustible materials.
- H. Exits signs must be readily visible.
- I. Placing items between the lightbulb and casing or socket is prohibited.
- J. Lighting may be dimmed but not completely turned off. Lighting systems (switches, fixtures, etc.) cannot be modified or altered.
- K. Natural materials that can dry and create a fire hazard are prohibited. This includes but is not limited to hay bales, leaves, trees, etc.
- L. Decorations with open flames, including candles, are prohibited.
- M. Do not cover or block the fire extinguishers.
- N. Attaching decorations in any way to fire alarms, smoke alarms or fire suppression equipment is prohibited.
- O. Those installing string lights and decorations are responsible for the removal, cleanup and any damages to University property.

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III. HISTORY

Revision	Date	Changes
0	11/18/2016	Initial Release
1	11/12/2020	Title change from Holiday Safety Guideline to Safety Guideline for Celebration Decorations, holiday lights changed to string lights, time limit for decorations included and prohibited materials updated.