

HOLIDAY DECORATIONS

Fire and Safety Restrictions

Please remember as you decorate for the holiday season that the use of some decorations is restricted or prohibited in public buildings:

DECORATIONS—All decorations (holiday, etc.) must be treated with flame retardant. An excess of flammable items may not be hung from walls or ceilings. Decorations must be 2 feet or more below the ceiling in non-sprinklered areas and a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of the building. Decorations or other objects cannot be placed so as to obstruct exit access or visibility. Hangings and draperies cannot be placed over exit doors or otherwise be located to conceal or obstruct an exit.

ARTIFICIAL TREES—Must be flame resistant or flame retardant. Flame retardance must be documented and certified by the manufacturer in an approved manner (such as UL listed). Documentation must be kept on file for reference. Electrical wiring used on artificial trees must be UL listed. The use of electrical wiring and lighting on metal artificial trees is prohibited.

NATURAL CUT TREES—Because of the inherent risk of using live trees, use of artificial trees is encouraged whenever possible. If you choose to use a live tree, you must have written permission from the SLCC Fire Marshal or the Office of Risk Management (see contact information below) before obtaining a live tree.

TREE DECORATIONS—Must be non-combustible or flame retardant. Documentation verifying such must be kept on file for reference.

CANDLES—May be used in decorative arrangements, but candles may never be lit in a public building.

CANDLE WARMERS—May not be used in public buildings in the state of Utah and therefore are not allowed at any of our SLCC sites.

ELECTRICAL LIGHTS—Must be UL listed and maintained in good condition, without broken sockets or loose connections. Strings of lights may not be “ganged” or plugged together for more than two strands and must be plugged directly into a wall outlet or power tap. Do not leave lights on unattended or overnight.

EXTENSION CORDS—Must not be a substitute for permanent wiring, and may not be affixed to structures, extended through walls, ceilings or floors. Extension cords must be plugged directly into a wall outlet, or power tap (not another extension cord) and must serve only one portable appliance. Amp capacity of the extension cords must not be less than the rated capacity of the lights or the appliance supplied by the cord. Cords may not be run under carpet or floor coverings and must not be subject to environmental damage or physical impact. Cords must be placed so that they do not present a trip and fall hazard to anyone walking through the area.

IF YOU HAVE QUESTIONS—Or need additional details about these or other holiday decorating guidelines, please contact the Office of Risk Management (Nancy Sanchez, 801-957-4041, or e-mail nancy.sanchez@slcc.edu) or the Campus Fire Marshal (Clint Haymond, 801-957-4901, or clinton.haymond@slcc.edu).