



Memorandum

HOLIDAY DECORATIONS AT DAS OWNED BUILDINGS

Purpose

The Department of Administrative Services (DAS) is committed to providing a safe work environment by ensuring compliance with the life safety code and fire safety policies in our state buildings. The following policy is in regard to the proper use of seasonal and holiday decorations in DAS owned and controlled state buildings.

Responsibilities and Procedures

Managers and supervisors as well as building officials will enforce the following procedures and immediately take corrective action to eliminate violations.

1. Live holiday trees, tree branches, pine cones, wreathes, garlands and other dry vegetation shall not be displayed. Metallic trees are also not permitted. Artificial trees and wreaths are permitted but they must be fire retardant. No lit candles or open flame of any kind.
2. Any electrical extension cords must be less than 6 feet and electrical decorations (i.e. lights) in use must be in good condition (no cracks/frayed lines, etc), UL approved or bear the name of an independent testing lab and used in accordance with manufacturer's instructions. Extension cords and electrical decorations are subject to inspection and removal for safety.
3. Electrical decorations such as lights are limited to centralized areas only and they may not be secured from the ceiling, lighting system, fire protection equipment or systems. Electrical decorations must be turned off when left unattended. In addition, electrical lighting should not be used with metallic decorations.
4. All decorations should be flame resistant, flame-retardant or made of non-combustible materials. Decorations of any kind should not be secured from the ceiling, fire protection equipment or systems.
5. Decorations or displays shall not be located so as to obstruct any exit corridor, doorway or stair.