

UNIVERSITY OF TOLEDO

SUBJECT: HOLIDAY DECORATIONS AND SIGNAGE

Procedure No: LS-08-007

PROCEDURE STATEMENT

All holiday decorations shall be fire-proof and displayed in accordance with established procedures.

PURPOSE OF PROCEDURE

To prevent the use of unsafe, potentially combustible materials as holiday decorations.

PROCEDURE

Live materials such as trees, pine branches, or other organic materials such as edible decorations (popcorn, cookies, and candy) are prohibited, even if they have been dipped in flame retardant. Decorations must be flameproof or have a fire resistant rating displayed on the decoration. Packages should be kept to verify the fire standards of the decoration. Flame retardant sprays are not acceptable.

Electric holiday lights and other electric powered decorations are prohibited in patient care areas and in research labs. Electrical decorations in non-patient care areas must have an Underwriter's Laboratory (UL) authorization, and no extension cords may be used. No items are to be affixed to fire doors, sprinkler heads, pull station boxes, light fixtures or any fixed utility.

UL-listed lights or pre-lighted artificial trees are permitted in lobby areas of all campus buildings. Aluminum trees must be illuminated only by spotlights, not electric light strings, and spot lights are to be UL-approved and grounded (three prong plug).

Decorations must not obstruct hallways, common pathways of travel, entrances, exits, doors, or hallway windows.

Also, taping items to walls when removal of the tape may damage paint or walls is prohibited. Holiday decorations are not to be displayed/positioned in such a manner as to raise or disturb ceiling tiles.

Paper decorations and signs are prohibited except when enclosed in an appropriate frame or affixed to a University-sanctioned bulletin board.

No open flames are allowed in clinical and patient care areas, or in areas classified as business or office spaces. Exempt are construction, renovation, maintenance activities and laboratory settings. (See also LS-08-001 Code Red Policy)

Source: Safety & Health Committee

Effective Date: 6/8/92

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