Standard Operating Procedure

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

**Purpose**

To prevent the use of unsafe, potentially combustible materials as decorations and to promote a clean, neat appearance and minimize long-term damage to surface materials.

**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. 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 doors, door frames, walls, sprinkler heads, pull station boxes, ceilings, or any fixed utility.

Decorative materials may not be placed on light fixtures, electrical equipment, electrical outlets or circuit breaker panels.

Decorations or other objects shall not be placed in a manner that would obstruct access or visibility to exits or exit signs, fire alarms, alarm panels, fire hoses, extinguisher cabinets or sprinkler heads.

Vision panels in fire and/or smoke doors may not be covered.

Fire and smoke doors may not be decorated.

Open flames of any type (including candles) are prohibited.

Temporary signage, papers, information and advertisements must be displayed using only approved bulletin boards.

Self adhesive hooks, display boards and other auxiliary self adhesive items will not be authorized.

Decorations or displays shall not be located so as to obstruct any exit corridor, doorway or stair. No decorations or other objects shall be permitted that reduce corridor clearances to less than 8 feet.
Decorations not meeting these guidelines will be removed and discarded by the Safety Officer, Facilities and Construction, Environmental Services or other designated personnel.

Decorations may not be hung from or affixed to fire protection equipment or systems including but not limited to sprinklers, smoke detectors, strobe lights or alarm boxes.

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

Aluminum trees must be illuminated only by spotlights, not electric light strings, and spot lights are to be UL-approved, grounded (three prong plug) and approved for wattage consumption by Facilities and Construction.

Also prohibited is taping items to walls, doors, door frames and ceilings.

Any violation resulting in a fire or extra work related to the installation of such materials will be charged to the appropriate department.