

HOLIDAY DECORATIONS

Festive decorations in the workplace add to the joy of the holiday season. But improper use can result in fires or electrical accidents. Follow these guidelines for safe holiday decorating at WFUHS:

- ◆ Decorative Materials
- ◆ Trees
- ◆ Lighting
- ◆ Extension Cords



Decorative Materials

Decorative materials are not permitted in exit corridors. Choose locations that do not obstruct exit signs, fire alarms, extinguishers, sprinkler heads, or hose cabinets.

Best locations:

- ◆ Lobbies
- ◆ Reception areas
- ◆ Foyers
- ◆ Break rooms

All decorative materials, including trees, tree cuttings, artificial greenery, hay, straw, curtains, drapes, hangings, etc., must qualify as one of the following:

- ◆ Noncombustible (not all artificial trees are!)
- ◆ Inherently flame retardant (the label will say so)
- ◆ Treated with a flame retardant solution by a licensed treatment vendor

Trees

- ◆ Holiday trees should be artificial. The height of the tree should not interfere or obstruct the fire sprinklers.
- ◆ Natural trees are not authorized.

Wreaths

- ◆ Only artificial wreaths are to be used inside the buildings
- ◆ Natural wreaths can be used on outside of buildings

Lighting

Open flames and candles may not be used as decorations in the workplace. Use indirect lighting for your decorations whenever possible.

1. Nonmetallic artificial trees may be decorated with electrical lights. Never use electrical decorations or devices on metallic trees.
2. Use only UL-listed light sets that are in perfect condition. Examine holiday lights carefully. If you find any of the following conditions, do not attempt repairs — discard the lights immediately. The cost of new lights is small compared to the increased risk of fire from damaged (even if repaired) wiring. Do not use strings of lights with:
 - ◆ Broken, frayed, or exposed wires
 - ◆ Bulbs broken off in the socket
 - ◆ Loose connections
 - ◆ Holes from having been tacked or stapled in the past

If you have installed the lights, be sure to assign a staff member to turn the lights off at the end of each day.

Extension Cords

- ◆ Extension cords are permitted for temporary use only.

- Make sure extension cords are in good condition and UL-listed.
- The extension cord wire should be equal to or larger than the wire you plug into it. If in doubt, use a heavy-duty cord.
- Never tack or staple an extension cord to the wall or woodwork — it could damage the cord and create a fire hazard.
- Make sure cords do not create trip hazards.

Any additional questions should be directed to:
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