

# North Dakota State University

## Holiday Decorations

### I. Introduction

Decoration: something used for decorating; adornment; embellishment.

The Holiday seasons are a great time to decorate and personalize our space to get into a festive mood. While NDSU encourages this for our students, faculty and staff there are guidelines to be followed to ensure that everyone's working area is safe. By outlining, and following the recommended guidelines, we learn to prevent injury and safeguard ourselves and our coworkers against a job related injury or death.

### II. Purpose

To reduce the risk of a work related injury or death by maximizing personal safety while decorating spaces during holiday season.

### III. Goals

To ensure all employees know and understand the safe operating procedures involved with holiday decorating.

### IV. Procedure

1. Decorations at NDSU must not disguise, cover, or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler head and piping, electrical panels, and fire alarm pull stations.
2. Decorations including trees that might be used must be non-combustible. This includes tinsel, paper, sprays or other materials that might be used to decorate individual rooms, corridors, stairways or places of assembly.
3. Only miniature electric lights will be permitted, and must display the Underwriters Laboratory (UL) seal of approval. No loose sockets, frayed or damaged cords, or cords wrapped in electrical tape will be permitted. Wiring may not be run through doorways, under carpeting, hanging from ceiling tiles, or run through holes in a wall. The use of extension cords is not allowed. Surge protector power strips are recommended. The period for Holiday decorative lighting must not exceed 30 days. Holiday lights must be turned off when leaving the building.
4. Only trees displaying a UL or FM label can be used. This non-combustible requirement applies to the entire tree: branches, trunk and trunk wrapping. If the artificial tree is other than metal, it must be non-combustible.
5. The location of the tree or decorations shall not block, nor restrict the use of halls, exits, stairways, and shall not cover any exit signs, emergency lighting, fire extinguishers, fire alarm pull stations, sprinkler heads, or electrical panels. Trees shall be located in areas as remote as possible from stairways. **LIVE TREES SHALL NOT BE USED.**