



AUBURN UNIVERSITY

DEPARTMENT OF RISK
MANAGEMENT AND SAFETY

Guidelines for Holiday Decorations

I. PURPOSE

During the holiday season, many departments will be displaying decorations in Auburn University facilities. The purpose of this guideline is to reduce the risk of fire in all Auburn University buildings and to ensure the holiday season is as safe as possible. All faculty, staff, students and visitors are requested to comply with this guideline.

II. OBJECTIVE

This guideline identifies holiday decorations and holiday trees permissible for use in all Auburn University facilities.

III. SCOPE

This guideline applies to all University faculty, staff, and students.

IV. GENERAL GUIDELINES

A. Trees

1. The use of natural cut holiday trees is prohibited inside all University buildings because they are extremely combustible and difficult to maintain in an acceptable condition.
2. The use of artificial trees is permissible in all University buildings, provided they are identified or certified by the manufacturer as being flame retardant or flame resistive.
3. Only Underwriters Laboratory (UL) listed electrical lights and wiring are permitted to be used on artificial trees.
4. Electrical lights are prohibited on metal artificial trees.
5. Holiday trees must not obstruct corridors, exit ways or other means of egress.
6. Do not locate trees or decorations near any heating device/heater. Please see Space Heater policy for additional information.
7. Decorate tree first and plug in lights last. Lamps/bulbs should not touch the tree or other decorations.
8. Turn the lights off and unplug whenever the area is unattended.



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B. Decorations

1. All decorations must be made of flame retardant or noncombustible material.
2. Decorative lights must be UL Listed and in good condition.
3. Decorations must not obstruct an exit, a path to an exit, smoke detector, fire alarm pull station, fire extinguisher or sprinkler system device.
4. Do not hang decorations from sprinkler piping or sprinkler heads.
5. All wiring must be in good condition. Discard any damaged electrical light sets.
6. Do not connect more than three strands of mini light sets together.
7. Extension cords must be UL listed multiple outlet strips equipped with a circuit breaker. Do not extend cords across doorways, under carpets, or in walkways, or plug multiple strips into each other.
8. Do not overload electrical circuits.
9. Do not run lights or decorations on the floor across aisles or corridors.

C. Candles

Candles and other sources of open flame are not permitted inside University buildings.