If you plan to decorate campus spaces for **Winter Holidays**, please comply with the following safety regulations...

**Do not cover or obstruct emergency exit signage;** decorations may not obstruct the view of an exit sign from any viewpoint in the space.

**Don’t hang decorations from sprinkler heads,** or within 18 inches of the ceiling to allow fire sprinklers to operate as designed.

**Don’t use open flames, lighted candles,** or spark-producing devices of any type. These are strictly prohibited.

**Use only electric or battery powered lights that are UL safety certified.**

**Don’t use naturally flammable items in offices.** This includes LIVE trees, natural wreathes, real branches, or the like.

**Avoid overloading electrical outlets with too many decorations or electrical devices.**

**Turn off all electrical decorations before leaving the workplace.**

**Do not use snow spray** Artificial snow spray can irritate the lungs if inhaled, refrain from using any types of aerosols.

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**Keep all doors/doorways clear,** within at least 48 inches, for unobstructed exit requirements.

**Assure there are no tripping hazards,** such as cords or other décor. Cords may not be covered with rugs.

**Inspect all lights,** decorations, and extension cords for damage before using.

**Never connect more than three strings of incandescent lights together.**

**Make sure that decorations do not block any fire extinguishers,** exit signs, pull stations, lights, light switches, walkways, corridors, and hallways.

**Purchase electrical decoration from reputable retailers** and that are approved by a national recognized testing lab such as UL, ETL, or CSA.

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