



# Standard Operating Procedures

Fire Prevention Services  
Office of Campus Safety

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SCOPING & APPLICATION

## HOLIDAY DECORATIONS IN RESIDENCE HALLS

The following criteria are applicable in regards to Holiday Decorations in Residence Halls:

### 1. AREAS ALLOWED TO BE DECORATED

- A. The only areas allowed to be decorated in Residence Halls shall be the “common areas on the first floor”. This shall enable the Residence Assistants or Desk Staff to unplug the decorations in the evening.

### 2. CHRISTMAS TREES

- A. Only artificial trees shall be allowed to be used in Residence Halls. “**Flocked Trees**” shall not be allowed to be used as an alternative to an artificial tree.

### 3. DECORATIVE LIGHTS

- A. All decorative lights or “strings of lights” shall be Underwriter Laboratory (UL) or Underwriter Laboratory Canada (ULC) listed. The UL tag shall be affixed to the cord of the lights.
  - a. All lights shall be checked prior to use to verify they function and that all bulbs are serviceable.
  - b. All lights that show evidence of frayed wiring shall be destroyed/thrown away and **SHALL NOT** be used.
  - c. Electrical cords of lights **SHALL NOT** be run through doors, under doors or through the hinged side of doorways where the cord may become “pinched” or damaged.

- d. Lights shall be plugged into a Surge Protector. Lights **SHALL NOT** be plugged directly into a wall receptacle/outlet.

#### **4. DECORATIVE BOUGHS OR GARLANDS**

- A. Decorative boughs or garlands for use as room decorations **SHALL BE MADE OF ARTIFICIAL MATERIALS**. Decorative boughs or garlands for use as room decorations **SHALL NOT** be made of natural materials. Natural materials may be highly combustible and dry out within a very brief period of time. The heated space in a room accelerates the drying process.

#### **5. WALL AND AREA DECORATIONS**

- A. Wall or area decorations **SHALL NOT** be made of combustible materials, i.e. paper, plastics in excess, etc.
- B. Wall or area decorations **SHALL NOT** incorporate candles or any other type of open flame.

#### **6. DOOR DECORATIONS**

- A. Doors **SHALL NOT** be completely covered with wrapping paper, decorative paper or bows.

#### **7. RESIDENCE HALL - SLEEPING AREAS**

- A. Decorative lights **SHALL NOT** be permitted in sleeping areas.
- B. Excessive paper decorations **SHALL NOT** be permitted.
- C. Christmas trees, regardless of size or type, **SHALL NOT** be permitted in sleeping areas.
- D. Candles or other types of open flame devices **SHALL NOT** be permitted in sleeping areas.

#### **8. COMMON AREAS – 1<sup>ST</sup> FLOOR ONLY**

- A. The “Common Area” within each Residence Hall shall be considered an acceptable area to decorate during holiday seasons. **ALL GUIDELINES LISTED ABOVE SHALL BE STRICTLY ADHERED TO**. It is the responsibility of the Resident Assistant or

Desk Staff personnel to verify all decorative lighting is unplugged in the evening hours prior to retiring for the night.