

# Decoration Requirements

## Fire and Life-Safety Group (FLS)

*The following is a summary of some, but not all, of the requirements for decorations within campus buildings.*

- Combustible decorations such as tapestries, fishnets, parachutes, sheets and paper may not be hung from walls or ceilings.
- All decorations need to be inherently flame resistant, or be treated with flame retardant material.
- The use of Styrofoam, Polyurethane foams and other types of combustible foams in decorations is strictly prohibited.
- The use of candles or other open flame devices is strictly prohibited.
- All decorations must allow at least 18 inches between the top of the decorations and the bottom of the sprinkler head.
- Decorations must be installed so that they do not block the path of water spray from sprinklers to the floor.
- Exit signs, manual fire-alarm pull stations, and fire extinguishers may not be blocked from view, obstructed or otherwise rendered inoperable by decoration placement.
- All stairwell doors need to remain clearly visible and unobstructed by the placement of decorations. In order to keep the exit doors readily visible, decorations may not be placed on exit doors.
- Decorations must be placed in a manner so as to maintain a clear path of egress.
- Decorations of any type are prohibited within stairwells.
- Decorations are prohibited near heat sources, including light bulbs. In general, a 3 feet minimum separation distance must be maintained at all times. If a smaller separation distance is desired, please contact FLS.
- All extension cords need to be UL listed.
- All electrical and lighting equipment need to be UL listed.
- Extension cords must plug directly into a permanent outlet and may not be connected in series.
- Extension cords should not be affixed to the building's structure.
- Decorations and extension cords may not be fixed to fire-sprinkler piping.
- Use of power-strips is prohibited unless the power-strip has a built-in circuit breaker.
- All electrical devices and power cords need to be used only as approved and intended by the manufacturer and/or the campus electrician.
- All decorative displays need to be inspected and approved in writing by the Campus Fire and Life-Safety Group (FLS) prior to the event.