

GUIDELINE 4. HOLIDAY TREES AND DECORATIONS

1.0 PURPOSE

1.1 To establish a guideline for safe display and usage of holiday decor in buildings and around the campus of the University of Pennsylvania.

2.0 RESPONSIBILITY

2.1 Cut or live trees, boughs, and flammable decorations are not permitted in campus buildings per University Policy and the Philadelphia Fire Code (F-806.1.1).

2.2 All decorations must be flame retardant; check tags or wrappers prior to purchase.

2.3 Decorations must not be placed in a manner that would block aisles or passageways to any exit.

2.4 Wreaths and other decorative items on doors shall not exceed 50% of surface area of door.

2.5 Electric light strings should not be directly attached to metallic trees and/or decorations to avoid fire hazard and the possibility of severe electrical shock.

2.5.1 Lights must be tagged as having been Underwriters Laboratories (UL) listed.

2.5.2 Check for frayed wires, loose connections and broken or cracked sockets; damaged sets should be discarded.

2.5.3 All lights must be unplugged from the outlet at the end of the working day, no exceptions.

2.6 Open flame decorative candles are strictly prohibited.

3.0 GENERAL REFERENCES

3.1 Philadelphia Fire Code, Chapter 8, Section 806 Decorative Vegetation in New and Existing Buildings, 806.1 Natural Cut Trees

4.0 CONTACT INFORMATION

4.1 For questions regarding this guideline, contact Fire and Emergency Services at (215) 573-7857 or by email FES@publicsafety.upenn.edu