

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