



EDUCATIONAL SERVICE DISTRICT 112

## Holiday Decorating Guidelines

Holiday decorating safety is an issue that burns brightest from October to mid-January, but decorating for special events can occur any time of the year. ESD 112 employees have historically shown amazing creativity when it comes to decorating and we want that creativity to continue. However, it is imperative that ESD 112 continues to stay in compliance with fire code regulations and provide a safe workplace for its employees, visitors and guests at all times. In order to ensure we achieve that goal, please adhere to the following guidelines when decorating for any holiday and/or event:

### General

- Only use materials labeled as noncombustible, flame-resistant, or flame retardant.
- Be sure not to block and/or obscure passageways, exits, doors, corridors, and equipment.
- Keep all materials away from heat sources.

### Electric Lights

- Every electric light set and extension cord used inside ESD 112 facilities must bear the *Underwriter's Laboratories (UL)* or *Factory Mutual (FM)* label and be marked for indoor use.
- Each set of lights should be inspected for broken/cracked sockets, frayed/bare wires and/or loose connections. Lights with any type of damage should be discarded.
- No more than three sets of lights should be used per extension. Electrical outlets should not be overloaded (cube taps are prohibited).
- To protect electrical wires from damage, refrain from running wires under carpet, through doorways, or places where they may be walked on. Do not use nails or tacks to hang wires and properly secure and protect any wires that cross aisles or corridors.
- Turn lights off whenever the area is unattended.

### Prohibited Materials

These materials are inherently combustible or cannot be considered flame proof so should not be used under any circumstances:

- Cut trees or branches
- Corn stalks or shucks
- Dry moss or leaves
- Hay or straw
- Sawdust, wood, wood bark or shavings
- Paper streamers, plastic sheeting or pellets
- Cotton or confetti (loose, in large quantities)

### Trees, Shrubs and Plants

- Live trees, shrubs and large plants are prohibited unless approved by the safety committee on a case by case basis.
- Artificial trees MUST be labeled flame-resistant, flame-retardant, or similarly. If they are not labeled they may not be used.

### Open Flames, Candles and Lanterns

Updated 11/26/18



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## 2018-19 Holiday Decorating Guidelines

- Lighting devices using open, controlled or enclosed flames (such as tiki lamps, oil lamps, candles, and lanterns) are prohibited and may not be used for decoration at any time. Outdoor use of open flame devices must be approved by the safety committee.
- Open flame devices necessary for catering purposes may only be used by trained catering staff and shall be monitored with sufficient frequency to ensure overheating does not occur. Each device shall be extinguished as soon as possible after use has concluded.

### Outdoors

- Decorations used on the exterior of ESD 112 facilities must be coordinated and approved by the safety committee.

### Decoration Disposal

- All decorations should be removed as soon as practical after the event for which they were used.

### Questions

- Contact the Safety Committee at [safety.committee@esd112.org](mailto:safety.committee@esd112.org)