


<b>SUBJECT: Holiday Decorations and Lights</b>	<b>NUMBER: 107-011-130</b>
<b>DIVISION: Facilities</b>	<b>EFFECTIVE DATE: 5-01-2009</b>
<b>APPROVED:</b> 	

**POLICY / PURPOSE:** Establish guidelines to promote resource conservation during holiday seasons.

**AUTHORITY:** ORS 276.900, ORS 459A.010; Executive Order 06-02; OAR 107-011-010

**APPLICABILITY:** State agencies that own, operate or lease buildings as defined in this policy.

**DEFINITIONS:**

**Agency:** Any state agency, board, commission, department, division, and any member of the Oregon University System.

**Agency Coordinator:** Person appointed by an agency director to facilitate and coordinate the resource conservation efforts within an agency.

**Facility Manager:** Single point of contact for tenants in a state-owned building.

**Holiday Seasons:** December 1 through the first working day after January 1; and the week in which any state holiday occurs.

**Site Coordinator:** Person located at a branch or other agency location who works with the Agency Coordinator on resource conservation.

**GUIDELINES:**

**I. Holiday Decorations**

**A. Natural Christmas Trees**

Freshly cut trees naturally resist flame due to their high water content, but become extremely flammable when permitted to dry out. Indoors, heat and low humidity accelerate the drying process. (For artificial trees, refer to sections C and D below.)

1. Do not apply fire-retardant, flocking or other coatings to natural trees.
2. Saw off at an angle, at least one inch above the original cut.
3. Mount securely in a tree stand, pail, tub, or other water holder or reservoir.
4. Add fresh water daily to maintain the water level above the cut.

**B. Natural Decorations**

Remove decorations made of natural materials, including trees, at first sign of dryness, such as brittleness, loss of color, fallen needles.

**C. Artificial Decorations**

Use electrical devices in artificial decorations in the manner and capacity designed by the manufacturer. *Exception: Do not use artificial decorations made with metal surfaces together with any type of electrical devices, decorations or appliances.*

## Statewide Policy

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### **D. All Decorations**

1. Choose decorations with natural fire retardant or items treated with a flame retardant that complies with O.U.F.C. 1103.3.3 and O.U.F.C. 1103.3.4.2 (1998 edition). *Exception: do not apply fire retardant to natural trees.*
2. Outside Holiday Seasons, use only non-electrical decorations.
3. Refer to the State Fire Marshal's Web site for further information.  
[http://www.oregon.gov/OSP/SFM/Codes\\_2\\_New.shtml#Oregon\\_Fire\\_Code\\_Interpretations\\_and\\_Technical\\_Advisories](http://www.oregon.gov/OSP/SFM/Codes_2_New.shtml#Oregon_Fire_Code_Interpretations_and_Technical_Advisories)

## **II. Holiday Lights**

Use holiday lights within the following restrictions:

- Use only in common areas, such as reception areas, lobbies or break rooms.
- Operate from 8 a.m. to 5 p.m. only.
- Install only during defined Holiday Seasons.
- Use only UL-listed miniature or LED lights.
- Use only heavy-duty, UL-listed extension, grounded cords (14-gauge minimum, 15-amp minimum).
- Remove electrical lights and extension cords that show physical damage.

- III.** All other energy conservation measures and waste prevention guidelines apply to holiday decorations as outlined in statewide policy 107-011-010, Resource Conservation:  
<http://oregon.gov/DAS/OP/docs/policy/state/107-011-010.pdf>.

## **IV. Safety Considerations**

Follow the safety guidelines below when adding or removing decorations:

- Use only wooden or fiberglass ladders around electrical lines. Metal ladders conduct electricity, which causes shocks.
- Never work alone; a second person should hold the ladder.
- Ensure the correct ladder height for the project.
- Never set a ladder on an unstable surface.
- Never exceed a ladder's weight limit and never stand on its bucket shelf.
- Never carry equipment while climbing.
- Face the ladder when climbing up or down. Always keep your body centered between the rails.
- Keep cords out of walking aisles, but not under rugs where they could cause a fire or tripping hazard.
- Never block doorways or foot paths.
- Place decorations away from heat sources.