

# DECORATION SAFETY

The UTK campus has a policy pertaining to the acceptable and unacceptable use of decorations in work areas and dorms. A copy of this policy is found on the EHS web-site: <http://ehs.utk.edu>

## Power Cords

The use of extension cords should be limited to the extent possible.

Light-weight (lamp cord) extension cords shall not be used.

Do not place cords beneath carpets and rugs or cross doorways or window openings.

Must not be wrapped around a nail or subject to other physical damage.

Shall not be stapled to any building structure including but not limited to wall, ceiling, floor or baseboard.

Discard cords with frayed insulation or damaged plugs such as those with a ground prong missing.

Do not overload electrical circuits. The use of octopus connection (also known as multiple connection devices or cube taps) is prohibited.

Power strips are acceptable providing they are plugged directly into a wall outlet. Daisy chaining (plugged one into another) power strips one into another is not allowed.



## Trees

Live or cut trees are prohibited for use inside buildings.

Artificial trees shall be labeled or identified as being flame retardant or flame resistant.

Trees shall not impair the required width of any component (e.g. hallways) of egress.



## Decorative Lights

Must be UL approved and turned off at the end of each work day.



Limit non-LED lights to no more than 3 sets in series.

Are not permitted on metal trees. Note that fiber optic type lights are acceptable.

Must not be wrapped around any building structure including but not limited to including sprinkler lines.

Consider using LED lights. They draw less electricity and have a lower temperature.

Outdoor lights shall be installed or approved by Facilities Services.

Do not use incandescent lights.

## Did You Know?

Candles and similar open-flame decorations are not permitted.



## Other Decorations

Shall not obstruct exit signs, the clear path to an exit, view of an exit, a fire alarm pull station or fire extinguisher.

Must be flame resistant or flame retardant.

No decorative materials may be attached to, be suspended from or cover any part of the ceiling including light fixtures.

Must not be attached to any window frames, walls, doors or door frames by any method that damages the finish when removed.

Garland, lights, or other decorations shall not be wrapped around or attached to handrails.