

# Holiday Decorations Guideline

Revision: September 26, 2018

**Applies To:** All University of Michigan faculty, staff, students, and visitors.

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This guidance is issued by the Environment, Health & Safety, Fire Safety Services (FSS) for the University of Michigan community. It outlines the guidelines and safety tips regarding proper use of holiday decorations:

## Trees and Other Vegetation

- No real cut trees are to be used as part of an indoor decoration. Real trees may only be used if they are living, potted, maintained in a fresh condition and not allowed to become dry.
- Vegetation such as leaves, branches, or plant cuttings cannot be used for decorations in University of Michigan buildings.
- Artificial trees and decorations should be labeled or certified by the manufacturer as being “flame retardant” or “flame resistant.”

## Decorations

- Decorations should not be arranged so that they obstruct the view of egress to corridors or exits.
- Decorations may not be hung or suspended from automatic sprinkler system branch lines or pipes.

## Lights, Luminaries, and Cords

- Only UL listed electrical lights and wiring shall be used on trees and other decorations.
- Electrical lights should not be used on metal artificial trees.
- Electrical cords must not be laid or taped across floors to avoid creating a tripping hazard.
- All electrical decorations should be unplugged at the end of each day.
- Candle-type luminaries will not be used indoors.

Any questions can be referred to FSS by calling (734) 647-1143