

RESIDENCE HALL WINTER DECORATION GUIDELINES



To avoid potential fire/safety hazards associated with decorations for the winter season, the following guidelines must be observed.

- ❖ No live or cut Christmas trees or greens may be used in the residence halls.
- ❖ Inspect all light cords and extension cords before using. **No multi-plug adapters.** We recommend power strips with a fuse or circuit breaker if there are not enough outlets.
- ❖ No electrical cords (either extension or light cords) may be routed through doorways with doors or under throw rugs or loose carpeting.
- ❖ Lights and extension cords used for decorations should be unplugged at the end of each day.
- ❖ Lights may not be strung across hallways or over heaters.
- ❖ No items may be attached to or hung from sprinkler heads or sprinkler system piping.
- ❖ All decorations must be kept away from exit signs, fire alarm devices (pull stations, smoke and heat detectors, etc.), fire extinguishers, and emergency or normal-use light fixtures. Do not obstruct exit signs and emergency lights.
- ❖ Nothing should be placed over or around light fixtures (i.e. cloth, colored plastic, etc.).
- ❖ All holiday decorations must be removed before Winter Break begins.