Residence Hall Decoration Guidelines

In an effort to help maintain the physical condition of our living communities, as well as to be in compliance with safety guidelines and regulations, the following decoration guidelines have been compiled. The intention of these guidelines is to provide guidance and support in advance of a decoration project.

This is not an exhaustive list. Clarification about these guidelines, or questions regarding areas not mentioned on this sheet should be directed to your Resident Director or the Office of Residential Life (rlif@plu.edu or 253-535-7200).

GENERAL

- Decorations must be kept away from exit signs, fire alarm devices (pull stations, smoke/heat detectors, sprinkler heads and piping, etc.), fire extinguishers, and emergency or normal-use light fixtures.
- Decorations must not block any exits. Nothing should be located in front of doors or in hallways that would impede residents from making an emergency exit or safety personnel from entering.
- No personal items can be stored in the hallway. This includes wet items, shoes, sports equipment, etc.
- Decorations can be displayed on the exterior of a resident room door, but not on the floor or in the hallway. Decorations must be in compliance with all University and Residential Life Policies.

WALLS & CEILINGS

- Nothing should be placed over or around light fixtures (i.e. cloth, colored plastic wrap, etc.).
- Do not use duct or masking tape on painted surfaces or doors. When possible, use painter’s tape.
- Do not string items across hallways, across resident rooms or over heaters.
- Do not hang items from the ceiling, sprinkler heads or sprinkler piping.
- A 24 inch clearance must be maintained between the ceiling and any items. This includes bookshelves, lights, wall hangings, etc. The only exception to this is built in university furniture.

WINDOWS

- Windows may not be entirely covered with paint or paper.
- Do not hang curtains or drapes in front of windows directly over heaters, unless a 12 inch clearance from the top of the heater is maintained.

LIGHTS & EXTENSION CORDS

- Inspect all light cords and extension cords before using. No multi-plug adapters may be used. We recommend power strips with a fuse or circuit breaker.
- Do not “daisy chain” extension cords (plugging one extension cord into another extension cord).
- Electrical cords may not be routed through doorways or under throw rugs or carpeting.
- Strings of lights may not be hung so that they span the width of a resident room.

FURNITURE

- All PLU issued furniture must remain in resident rooms.
- Lounge furniture and study room furniture must remain in their original spaces.
- Do not remove from its original location window screens, closet doors or any built in residence hall furniture or equipment.
- Only PLU issued loft kits are permitted to raise or bunk beds in resident rooms.