

The following policy states the acceptable and prohibited uses of decorations on the University of Tennessee, Knoxville Campus.

Power Cords

1. The use of extension cords should be limited to the extent possible.
2. Light-weight (lamp cord) extension cords shall not be used.
3. Do not place cords beneath carpets and rugs or cross doorways or window openings.
4. Must not be wrapped around a nail or subject to other physical damage.
5. Shall not be stapled to any building structure including but not limited to wall, ceiling, floor or baseboard.
6. Discard cords with frayed insulation or damaged plugs such as those with a ground prong missing.
7. Do not overload electrical circuits. The use of octopus connection (also known as multiple connection devices or cube taps) is prohibited.
8. 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.

Decorative Lights

1. Must be UL approved and turned off at the end of each work day.
2. Limit non-LED lights to no more than 3 sets in series.
3. Are not permitted on metal trees. Note that fiber optic type lights are acceptable.
4. Must not be wrapped around any building structure including but not limited to including sprinkler lines.
5. Consider using LED lights. They draw less electricity and have a lower temperature.
6. Outdoor lights shall be installed or approved by Facilities Services.
7. Do not use incandescent lights.

Candles and Open Flame

1. Candles and similar open-flame decorations are not permitted.

Trees

1. Live or cut trees are prohibited for use inside buildings.
2. Artificial trees shall be labeled or identified as being flame retardant or flame resistant.
3. Trees shall not impair the required width of any component (e.g. hallways) of egress.

Decorations

1. Shall not obstruct exit signs, the clear path to an exit, view of an exit, a fire alarm pull station or fire extinguisher.
2. Decorations must allow for at least 18 inches of free space between them and the bottom of a sprinkler head.
3. Must be flame resistant or flame retardant.
4. No decorative materials may be attached to, be suspended from or cover any part of the ceiling including light fixtures.
5. Must not be attached to any window frames, walls, doors or door frames by any method that damages the finish when removed. This would include nails, tacks, brads, staples, screws and adhesives unless Facilities Services has approved charge work orders to repair any damages when finished. Some finishes can't be effectively

repaired like marble so it may be best to get these installations approved both for safety and building preservation ahead of time.

6. Any decoration material which is normally considered flammable, such as batting, cloth, cotton, hay, stalks, straw, vines, leaves, trees, moss, corn stalks, crepe paper and similar materials must be of fire resistant quality and should bear the seal of approval of the Factory Mutual Company (F. M.) or Underwriter's Laboratory (U. L.).
7. The flame propagation criteria of NFPA 701 shall not exceed 10 percent of the specific wall. Example – posters and other paper materials shall not cover more than 10% of the wall.
8. Plastics, Styrofoam's, and polyurethane foams cannot be used for decorations or furnishings.
9. Any outdoor structures, trees, lights, etc. must receive written approval from Facilities Services and EHS.
10. Garland, lights, or other decorations shall not be wrapped around or attached to handrails.

Contact Environmental Health and Safety or Facilities Services for questions regarding decorations.