

## THE 'NEVERS' OF DECORATING

- Never use decorations that are highly flammable or explosive.
- Never obstruct an exit or the way to an exit and never obscure the visibility of an exit.
- Never place combustible decorations within 10 feet of an exit.
- Never decorate fire doors or exit doors. Fire doors are those across corridors, and doors into stairways. Exit doors are those doors you must pass through to leave the building or pass from one building into another.
- Never hang decorations from ceilings in corridors. Decorations hanging from ceilings could allow burning particles to drop in an emergency evacuation due to fire.
- Never hang decorations from ceilings in assembly spaces. Assembly spaces are those areas where people can gather for meetings, entertainment, social gatherings and other community functions.
- **Never use candles** except as listed on reverse of this document

## SAFE DECORATING GUIDELINES

- Decorations that are combustible, such as banners, curtains, and other materials, shall be made flame resistant. Paper attached directly (flat) to the walls need not be made flame resistant.
- Combustible and flame resistant decorations shall not exceed 20 percent of the total wall space.
- Non-combustible materials shall not be limited. Proof of non-combustibility must be available upon request..
- Decorations may be hung from ceilings in private suits, offices and apartments.
  - They are not to be hung from any parts of a fire alarm or suppression system or from lights. Never decorate ceilings in those areas listed in the previous column.
  - Do not use more than 20 percent of the ceiling where such use is allowed.

## NATURAL CUT TREES

- Natural cut trees are permitted in administrative suites, faculty offices, and the private apartments of residential halls.
- Trees are permitted in other areas of the residence halls (lobbies, lounges and common rooms) only when protected by a sprinkler system.
- Trees shall be in accordance with the following:
  - 0.5inches of the tree trunk bottom shall be cut off above the original cut, immediately prior to setting it in the tree stand.
  - The tree stand shall be capable of holding the tree upright and secure from tipping.
  - The stand shall be capable of holding sufficient water for a minimum of two days and shall cover the bottom two inches of the tree stem.
  - The water shall be checked daily and the cut shall always remain under water.
  - The tree shall be removed when the needles drop readily or snap easily between the thumb and the index finger.
  - At no time shall the tree block egress
  - Candles are not permitted.
  - All electrical wiring and lights used on trees shall be UL listed

- Extension cords shall not be piggy backed and shall be unplugged when not in use

prayers. Never leave candles unattended while lit.

## STAY SAFE SAFETY CHECK

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### SAFE USE OF CANDLES

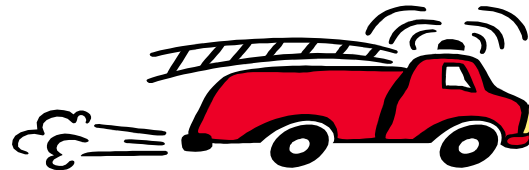
Candles are NOT allowed except as indicated here.

- Dining – Flames must be protected and the candle securely supported on non-combustible bases. Candles in globes rather than candelabras are required. Candles shall never be placed in the path of egress and never left unattended while lit.
- Performing Arts – Where candles, smoking, and other required open flames are needed for a stage performance, the stage manager must contact EH&S to indicate such use and receive permission. Candles shall never be left unattended while lit.
- Religious Obligations – Notify the RA or RD of such obligation and use only in the area designated during your

**Reminder:** Candles are not permitted anywhere on campus for casual use or aesthetics.

### Campus Emergency Phone Numbers (from a campus phone)

Fire.....911  
Police.....911  
Ambulance.....911



Binghamton University  
Environmental Health and Safety  
PO Box 6000  
Binghamton, NY 13902  
Phone (607) 777-2211  
Fax (607) 777-4444

## Safe Decorating Guidelines



*State University of New York*

ENVIRONMENTAL HEALTH AND SAFETY