

Appalachian State University

Holiday Decorating Procedures

November, 2007

Departments planning on decorating for holidays must follow the attached safety procedures to insure the safety of University students, personnel and visitors. Please read these procedures carefully. If you have any questions in regards to holiday decorating, contact the Safety Inspector at 262-4007 ext. 1 or via email at clarkbs@appstate.edu

Trees/Greenery

Buildings classified as assembly, educational, mercantile, and residential occupancies will be limited to use of artificial trees or natural trees containing a root ball and artificial greenery (wreathes, roping, etc.) unless the building is equipped with an approved automatic sprinkler system. All artificial trees and greenery must be labeled or certified as flame resistive or retardant. The following buildings fall into these categories: ASU Day Care, New Belk Library, Broyhill Inn & Conference Center, Broyhill Music, Camp Broadstone, Farthing Auditorium, Holmes Convocation Center, I.G. Greer, Kidd Brewer Stadium, Legends, Living Learning Center (Academic Wing), Lucy Brock, McKinney Alumni Center, Owens Field House, Plemmons Student Union, Quinn Recreation Center, Sanford Hall, Student Recreation Center, Trivette Hall, Turchin Center, Welborn Hall, University Bookstore, University Hall, Valborg Theater, Varsity Gym, and all Residence Halls.

In areas where natural (real) cut trees and greenery are allowed, it is very important to use only fresh cut greenery. If at all possible obtain trees which are harvested at the time of purchase. If you are using a pre-cut tree from a tree lot or retail store be sure to check the tree for freshness. After obtaining your tree, place it in water as soon as possible. Prior to placing the tree in the stand, make a fresh cut across the base of the tree at least one inch above the end. This will allow for better water absorption. Be sure to check and maintain the water level in the tree stand on a daily basis. Do not allow the tree to dry out and keep greenery away from heat sources. Trees and greenery should be removed from the building immediately upon evidence of dryness and before leaving for the holidays.

Trees and greenery, either natural or artificial, should never be placed in emergency egress areas such as stairwells, hallways or exit passageways.

Lights/Wiring

Use only U.L. approved lights/wiring and follow the manufacturer's instructions. Check to see that lights/wiring have no noticeable damage such as burned out bulbs, frayed or kinked cords, or bent/broken plug ends. Test the lights prior to use to ensure they are working properly. Lights should not come in contact with metallic surfaces such as metal window frames and must be disconnected whenever the area is un-occupied. If the use of an extension cord is necessary, be sure to use a U.L. approved heavy duty cord or power strip equipped with a surge protector. Do not use multi-plug "cube" adapters in any outlet. Extension cords are only allowed on a temporary basis (up to 90 days). Do not run cords where they may be stepped on or tripped over. Use hard plastic cord covers when needed to avoid wear and tear on the wiring and to prevent trip hazards. Cords should not be run through or under doors or under rugs/carpeting.

Candles/Open Flames

Candles and other open flame devices such as potpourri burners, oil lamps, incense burners, etc. are not permitted in academic/support buildings. Special provisions may be made for open flame use in academic/support buildings for special events, only when a permit has been obtained and approved from the Safety Office and special safeguards are taken.

***Let's all do our part to make the holiday season
safe and joyous for everyone at Appalachian!***

