



**Angelo State University
Operating Policy and Procedure**

OP 34.14: Building Decorations and Decorative Materials

ORIGIN

DATE: September 1, 2007

LAST

REVIEW: November 14, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to state the basic requirements, to establish reasonable rules covering the use of decorations and decorative materials on and in university buildings and for campus events, and to define decorations and decorative materials.

REVIEW: This OP will be reviewed in November of even-numbered years by the director of environmental health, safety, and risk management (EHS&RM) with recommended revisions forwarded through the vice presidents to the president by December 15 of the same year.

POLICY/PROCEDURE

1. Decorative Materials

- a. Decorative materials include draperies, curtains, streamers and surface coverings applied to interior or exterior of buildings for decorative, acoustical, or other effects;
- b. Cloth, cotton batting, plastics, paper or paper products, straw, vines, moss, leaves, trees, and other material used for decorative effects;
- c. Trees, live or cut, real or artificial, when used as decorative devices, along with lights and other items used on or in conjunction with these trees;
- d. Electrical lighting displays used as decorations; and
- e. Baled or loose hay or straw, cardboard walls or partitions, paper and wood frame walls and partitions.

2. Use of Decorations

- a. Materials in section 1.a. and 1.b. must be flame retardant and capable of passing the following test:
 - (1) No decorative materials shall be used which will ignite and allow flame to spread over the surface or which allows burning particles to drop when exposed to a match flame test.

Note: Nonflame proof materials may often be treated with an approved flame retardant formulation so as to meet this requirement.

Caution: Satisfactory flame test results must be obtained before such treated material is used.

(2) Christmas trees and their decorations are a primary concern of section 1.c.

3. Acceptable Procedures Using Trees

- a. Natural trees displayed indoors can be rendered flame retardant by either treating thoroughly with flame retardant flocking or by total immersion in an Underwriters' Laboratory approved flame retardant material *for trees*. Solutions used for temporary flame retarding of fabric, paper, etc. *are not satisfactory for treating trees*.
- b. When trees are not treated as above, the following precautions must be observed:
 - (1) Obtain as fresh a tree as possible. Be sure that it has springy branches and green, tight needles.
 - (2) Keep it outdoors in water until it is ready to be set up.
 - (3) Make a fresh cut diagonally at the base of the tree. Saw off at least two inches.
 - (4) Use a water reservoir tree holder and keep adding water as rapidly as it is absorbed by the tree.
 - (5) Use only tree lights in good repair and bearing the Underwriters' Laboratory approved seal.
 - (6) Use fire-proof decorations.
 - (7) Keep trees away from radiators, steam pipes and other sources of heat.
 - (8) Avoid smoking, use of candlelight and other open flame hazards.
 - (9) Observe the same precautions for cut tree branches as for whole trees.
 - (10) Do not obstruct an exit or corridor.
 - (11) Natural trees should not remain indoors longer than 14 days regardless of size or treatment.
 - (12) Natural trees in student residences should be removed from the building before it is vacated for the holidays.

4. Electrical Decorations

- a. Electrical decorations must conform to the following:

- (1) All wiring, controls, lights, appliances, or other electrical equipment used as part of or in conjunction with decorations must be installed in an approved manner and be of sufficient capacity to take the electrical load required. There shall be no open splices, frayed wiring, cracked insulation, defective equipment or other indications of weakness permitted in wiring.
 - (2) No open or unguarded light bulbs, spotlights or floodlights will be permitted to be in contact with any combustible surface.
- b. Materials in section 1.e. are hazardous and must not be used.

5. Open Flames

The use of unguarded fires or flames in fireplaces, candles or other forms is not permitted.