

 STATEWIDE POLICY	NUMBER 107-011-130	SUPERSEDES 107-011-130 1/11/2018
	EFFECTIVE DATE 12/9/2019	PAGE NUMBER Pages 1 of 2
	REVIEWED DATE 1/11/2018	
Division Enterprise Asset Management	REFERENCE ORS 276.900; 459A.010 Executive Order 06-02 Statewide Resource Conservation Policy: 107-011-010 State Fire Marshal's website ; Oregon Fire Code SFM Holiday Décor & Fire Safety Guidelines 2019	
Policy Owner Facilities		
SUBJECT Holiday decorations and lights	APPROVED SIGNATURE Katy Coba, Director <i>(signature on file with DAS Business Services)</i>	

PURPOSE

Establish guidelines to promote resource conservation and safety during holiday seasons.

APPLICABILITY

State agencies that own, operate or lease buildings as defined in this policy.

DEFINITIONS

- Agency:** Any state agency, board, commission, department, or division.
- Agency Coordinator:** Person appointed by an agency director to facilitate and coordinate the resource conservation efforts within an agency.
- Facility Manager:** Single point of contact for tenants in a state-owned building.
- Holiday Seasons:** December 1 through the first working day after January 1; and the week in which any state holiday occurs.
- Site Coordinator:** Person located at a branch or other agency location who works with the Agency Coordinator on resource conservation.

GUIDELINES

I. Holiday decorations

A. Natural Christmas trees

Freshly cut trees naturally resist flame due to their high water content, but become extremely flammable when permitted to dry out. Indoors, heat and low humidity accelerate the drying process. (For artificial trees, refer to sections C and D below.)

1. Do not apply fire retardant, flocking or other coatings to natural trees.
2. Saw off at an angle, at least one inch above the original cut.
3. Mount securely in a tree stand, pail, tub, or other water holder or reservoir.
4. Add fresh water daily to maintain the water level above the cut.

B. Natural decorations

Remove decorations made of natural materials, including trees, at first sign of dryness, such as brittleness, loss of color, fallen needles.

C. Artificial decorations

Use electrical devices in artificial decorations in the manner and capacity designed by the manufacturer. *Exception: Do not use artificial decorations made with metal surfaces together with any type of electrical devices, decorations or appliances.*

D. All decorations

1. Choose decorations with natural fire retardant or items treated with a flame retardant that complies with the 2019 Oregon Fire Code, Section 807.3. *Note: Fire-retardant coating are not required or recommended on natural cut trees and will not extend the length of time a tree should be permitted indoors.*
2. Outside Holiday Seasons, use only non-electrical decorations.
3. Inflatable, air-blown decorations requiring electricity or emitting sound and decorations intended for outdoor use are not allowed indoors or outdoors.
4. Access to exits and exit paths must not be obstructed by decorative materials.
5. Refer to the State Fire Marshal's website for further information. Forms and Publications link: <https://www.oregon.gov/osp/Pages/formsandpublications.aspx> - Search for the word "Holiday."

II. Holiday lights

Use holiday lights within the following restrictions:

- A. Use only in common areas, such as reception areas, lobbies or break rooms.
- B. Operate from 8 a.m. to 5 p.m. only.
- C. Install only during defined Holiday Seasons.
- D. Use only UL-listed miniature or LED lights.
- E. Use only heavy-duty, UL-listed extension, grounded cords (14-gauge minimum, 15-amp minimum).
- F. Remove electrical lights and extension cords that show physical damage.
- G. When building is unoccupied disconnect the power supply to all electrically energized decorations.

III. Statewide Resource Conservation Policy applies

All statewide energy conservation measures and waste prevention guidelines apply to holiday decorations as outlined in the Resource Conservation Policy, 107-011-010:

<http://www.oregon.gov/das/Policies/107-011-010.pdf>.

IV. Safety considerations

Follow the safety guidelines below when adding or removing decorations:

- A. Use only wooden or fiberglass ladders around electrical lines. Metal ladders conduct electricity, which causes shocks.
- B. Never work alone on a ladder; a second person should hold the ladder.
- C. Ensure the correct ladder height for the project.
- D. Never set a ladder on an unstable surface.
- E. Never exceed a ladder's weight limit and never stand on its bucket shelf.
- F. Never carry equipment while climbing.
- G. Face the ladder when climbing up or down, keeping the body centered between the rails.
- H. Keep cords out of walking aisles, but not under rugs where they could cause a fire or tripping hazard.
- I. Never block doorways or foot paths.
- J. Place decorations away from heat sources.