

Campus Safety Policy
Decorative Material
Policy Number: Safety D-03
Supersedes:
Effective Date: December 9, 2005
Revised Date: June 8, 2015
Reviewed Date: June 8, 2015

Use of Decorative Material and Furnishings

Purpose

- 1.1 To allow decorations to be displayed within the interior of the facility in the spirit of the holiday or specific events without increasing the potential for fire or decreasing the overall level of fire safety in the facility.

Scope

- 2.1 This policy applies to all UNMC units but the policy, with the exception of 6.5 Fireworks, shall not apply to campus rental property (student housing). Any costs associated with damaged caused by installation or removal of decorative materials will be the responsibility of the department where it is located.

Basis of the Policy

- 3.1 Title 153 NAC Nebraska State Fire Marshal

Authorities and Administration

- 4.1 Business unit management is responsible for policy adherence within their departments.

Definitions

- 5.1 Decorative materials consist of such items as streamers; poster board and other paper material; surface coverings applied over the building interior finish for decorative, acoustical, or other effects; and shall include cloth, paper, cotton batting, straw, vines, leaves, trees, moss, candles and electric lighting used for a decorative effect. Decorative materials do not include ordinary window shades or material one-fortieth of an inch or less in thickness and applied directly to and adhering to a non-combustible base.

Policy

- 6.1 Only electric holiday lights that have been installed by the decorations contractor under the direction and supervision of facilities management will be allowed. The lighting string must be double insulated or grounded and have an approval rating from either UL or Factory Mutual. Battery powered lights are permissible if their use complies with the placement criteria below.
- 6.2 Natural trees and wreaths shall not be permitted in any Medical Center buildings. Tree branches, pinecones, mistletoe, etc. shall not be used.

- 6.3 Artificial trees, wreaths, and other seasonal decorations must be fire/flame-retardant. It is the managers' responsibility to save packaging material as proof to the fire marshal that decorative materials have received flame-retardant treatment
- 6.4 Decorative materials may not be placed on fire doors, smoke doors, vision panels in any door, light fixtures, electrical equipment, electrical outlets, circuit breaker panels, etc.
- 6.5 Open flame devices such as candles, fireplaces, chafing dishes, etc., shall not be permitted without prior written approval of the UNMC Safety Manager.
- 6.6 Electric wax warmers for heating scented fragrance wax are not permitted. The fragrance could be an irritant to other or aggravate allergies. These units can cause fires if placed near flammables or combustibles or if they malfunction.
- 6.7 Fireworks (including sparklers) shall not be used on Medical Center property.
- 6.8 Decorations not meeting these guidelines will be removed and discarded by Safety
- 6.9 Questions regarding the placement or acceptability of decorations should be referred to Safety Operations.

For additional information, contact UNMC Safety at 402-559-7315.