



ONTARIO TECH

GUIDELINES FOR OFFICE DECORATIONS

We encourage university members to celebrate safely and respectably during any holidays/celebrations while on campus. Always observe safety first when decorating for the holidays or any celebration. Here are some guidelines to assist with safety at the university:

- Accumulation of combustible materials: combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard.
- Real candles (open flames) should not be used.
- Lights should be LED only.
- All lights should be turned off while the area is unattended (ex., breaks, office hours).
- All large trees should be artificial; smaller trees (potted plants) are excluded.
- Decorations should be flame retardant or check for NFPA 701 on decorations; Avoid combustible materials; otherwise, limit where possible.
- Avoid extension cords extended from one office to another: **tripping hazard**.
- Extension cords may not be plugged in series.
- Portable heaters must be approved.
- Portable heaters should not be positioned close to decorative combustibles.
- Suspending decorative items should be avoided – **interference with water sprinklers**.
- Wall decorations should not extend out from the walls.
- Suspending or hanging decorative items from fire sprinkler pipes is prohibited (must be 18 inches away from any sprinkler head).
- Decorations must be at least 36" away from portable fire extinguishers, exit signs, pull stations, fire alarm strobes, fire hose cabinets, and smoke detectors.
- Decorations shall not be placed within three feet of electrical equipment or other heat-producing sources.
- Exits/emergency exits should remain clear and not be blocked with decorations.
- Fire Extinguishers and emergency aid kits should remain in plain view and not be blocked by any decorations.
- Doors must remain operable, open freely, and latch properly.
- Decorations should be appropriately mounted/fastened to avoid becoming a hazard (falling or breaking).

If you have any inquiries regarding Office Decorations or this document, please contact the Office of Risk Management at orm@ontariotechu.ca.