



**Campus Administrative Policy**

**Policy Title:     Holiday Decorations Policy and Procedures (OPP: 103-106)**

Policy Number: 3082                      Functional Area:           **General Administration**

Effective:                                    February 22, 2018  
Date Last Amended/Reviewed:        November 1, 2017  
Date Scheduled for Review:            July 1, 2025  
Supersedes:                                Holiday Decorations (1997)

Approved by:                                David C. Turnquist  
Associate Vice Chancellor, Facilities Management  
Duxton Milam  
Campus Fire Marshal, Facilities Management  
Authority Having Jurisdiction for Fire and Life Safety  
(February 22, 2018)

Prepared by:                                Campus Fire Marshal  
Reviewing Office:                         Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Denver

Responsible Officer:                     Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Denver

Applies to:                                 University of Colorado Anschutz Medical Campus  
University of Colorado Denver  
University of Colorado South Denver Location

**A.     POLICY STATEMENT**

In order to help keep festive times of the year from being marred by fires or accidents, we offer the following holiday display safety guidelines. Please post and share this information with your staff, and ensure that these guidelines are followed.

**B.     PURPOSE**

To establish a policy for safe use of holiday decorations on campus property.

## C. PROCEDURES

Trees: Artificial trees made of fire retardant materials having Underwriter's Laboratory (UL) or Factory Mutual (FM) approval ratings are allowed.

No natural trees, wreathes, boughs or other decorations constructed from the branches of natural trees may be used.

Metallic trees may create electrical hazards when placed in close proximity to electrical apparatus; therefore the use of electric lights on metallic trees is prohibited.

Electric Lights: Light strings should carry a UL or FM approval tag. Use of miniature electric lights is encouraged since they are both cool and energy efficient. All holiday display electric lighting must be turned off or disconnected when the area is unoccupied.

Displays: Displays should be compact. Garlands, streamers or displays that extend down a hallway cannot be used because of their potential to spread fire and impede egress. Displays may not impact the automatic fire detection/notification or sprinkler systems. It is strongly suggested that these displays be confined to office areas. (Laboratories should not contain displays.)

Other Fire Safety Considerations: An ABC-rated fire extinguisher should be accessible within 75 feet of the display. Exit routes must always be kept free of obstructions. Combustible decorations and electrical wiring should not be hung in locations where it could drop in egress pathways. This could cause entanglement, and potentially limit rapid escape. Long strings of material should not be draped down corridors, where it could easily spread fire from one area to another. Candles or other open-flame sources are not allowed, due to the obvious fire potential. Decorative candles should have their wicks clipped or capped to discourage lighting.

Please contact the Campus Fire Marshal for questions or concerns (303) 724-0293.

## Notes

1. Dates of official enactment and amendments:  
1997: Adopted/Approved by Associate Vice Chancellor for Facilities  
February 22, 2018: Revised  
December 18, 2019: Reformatted

2. History:

December 18, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Links, university branding, and formatting updated by the Provost's office.

3. Initial Policy Effective Date: 1997

4. Cross References/Appendix:
- [2015 ed. International Fire Code](#)
  - Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety