



**National Business Center
Administrative Operations Directorate
Division of Facilities Management Services**

Holiday Decoration Safety Tips for the Interior Complex

DO - Keep trees away from heat sources such as fireplaces, induction units, and fan coil units.

DON'T - Block exits or means of egress with trees, lights, or decorations.

DON'T - Plug in more than three sets of lights per extension cord.

DON'T - Run electrical cords through doorways or transoms.

DO - Unplug all lights on trees and other decorations before leaving for the day. Lights could short and cause a fire.

DO - Make sure holiday lights bear the mark of an independent testing laboratory such as UL, FM, or CSA.

DON'T - Use electric lights on metal trees.

DO - Check lights for broken or loose sockets, frayed or bare wires, or loose connections. Don't use if damaged.

DON'T - Attach lights or decorations to the ceiling, sprinkler system, light fixtures, public address, exit signs, fire alarm pull stations, fire strobes, and emergency lighting.

DON'T - Combine "angel-hair" and spray flocking. The combination is highly combustible.

DON'T - Let trees go without water and dry out. An 8-foot dry tree can burn completely down in 27 seconds.

DO - Make sure the tree stand is adequate to hold weight of the tree without tipping.

DO - Make sure artificial trees are labeled as flame retardant.

DO - Use decorations (including ornaments) that are flame-resistant or non-combustible. Decorations must be flame-resistant or non-combustible in public spaces of the building.

DON'T - Use lighted candles in the MIB or SIB, especially on or near decorations and trees.

DO - Check to make sure a natural tree is fresh -

Green

Needles are hard to pull from branches

When bent between your fingers, fresh needles do not break

The trunk butt is sticky with resin.

When the trunk of a tree is bounced on the ground, a shower of falling needles shows the tree is too dry.

DO - Cut off about 2" of the trunk to expose fresh wood for better water absorption.

DO - Get approval in advance from the Building Manager's Office at 208-7560 to have a live tree.

DO - Call the Building Manager's Office at 208-7560 to arrange to dispose of your live tree.

DON'T - Forget there are building occupants that are allergic to live (Evergreen) trees.

DO - Call the Building Manager's Office at 208-7560 if you see live tree needles, water puddles, etc., on the floor so they can arrange to clean it up. Needles and water on the floor can create a slipping hazard.