

THE “NEVERS” OF DECORATING

- Never use decorations that are flammable.
- Never obstruct an exit or the way to an exit. Never obscure the visibility of an exit or exit sign.
- Never place combustible decorations within 10 feet of an exit. Never decorate fire doors or exit doors. Fire doors are those across corridors, and doors into stairways. Exit doors are those doors you must pass through to leave the building or pass from one building into another.
- Never hang decorations from ceilings. Decorations hanging from ceilings could allow burning particles to drop in a fire.
- **In Residential Halls** – DO NOT decorate anywhere in the main corridors. Keep postings notice boards only.
- **Never use candles except as outlined in candle section of this document.**



SAFE DECORATING GUIDELINES

GENERAL

- Decorations that are combustible, such as banners, curtains, and other materials, must be made flame resistant to NFPA 701 standards.

BUSINESS

- Decorations may be hung from ceilings **ONLY** in private suites, offices and apartments. Under the following restrictions:
 - They are not to be hung from any parts of a fire alarm or suppression system or from lights. Never decorate ceilings in those areas listed in the previous column.
 - Do not use more than 20 percent of the ceiling where such use is allowed.

EDUCATIONAL OCCUPANCIES (Pre-K – 12th)

- In corridors, combustible and flame resistant decorations shall not exceed 20 percent of the total wall space for the display of student work.

NATURAL CUT TREES

- Natural cut trees are permitted in administrative suites, faculty offices, and private apartments in residential halls.
- Trees are permitted in other areas of the residence halls (lobbies, lounges and common rooms) only when the area is protected by a sprinkler system.
- Trees shall be in accordance with the following:
 - ½ inch of the tree trunk bottom shall be cut off above the original cut prior to setting it in the tree stand.
 - The tree stand shall be capable of holding the tree upright and secure from tipping.
 - The stand must be capable of holding sufficient water for a minimum of 2 days and cover the bottom 2 inches of the tree stem.
 - The water must be checked daily and the cut must always remain under water.
 - The tree must be removed when the needles drop readily or snap easily.
 - The tree cannot block egress
 - All electrical wiring and lights used on trees must be UL listed
 - Extension cords must not be piggy backed and must be unplugged when not in use
 - Candles are not permitted.

CANDLES

Candles are NOT allowed except for:

- Dining Halls – Flames must be protected and the candles securely supported on non-combustible bases. Candles in globes rather than candelabras are required. Candles shall never be placed in the path of egress and never left unattended while lit.
- Performing Arts – Where candles, smoking, and other open flames are needed for a stage performance, the stage manager must contact EH&S and complete a theatrical flame effects permit. Candles shall never be left unattended while lit.
- Religious Observances– Contact the RA or RD and use only in the area designated in the residential buildings. For other buildings, contact EH&S. Never leave candles unattended while lit.

Reminder: Candles are not permitted anywhere on campus for casual use or aesthetics.

Campus Emergency Phone Numbers (from a campus phone)

Fire.....911
Police.....911
Ambulance.....911



Binghamton University
Environmental Health and Safety
PO Box 6000
Binghamton, NY 13902
Phone (607) 777-2211
Fax (607) 777-4444

STAY SAFE SAFETY CHECK

Campus Safe Decorating Guidelines



State University of New York

ENVIRONMENTAL HEALTH AND SAFETY