SUBJECT: Capitol Complex Holiday Decorations

This policy is in correlation with state fire code requirements. Holiday decorations may be displayed in state office or other approved areas if they meet the following guidelines:

- Live trees are not permitted.
- Artificial trees that meet UL standards may be displayed in approved areas that do not block or restrict the use of halls, exits, stairways, or cover any exit sign.
- Miniature electric lights that display the UL label are allowed on approved artificial trees for a period of 90 days or less.
- Electric lights or wiring is prohibited on any metal tree.
- Only non-combustible material may be used for decorations.
- Extension cords or other flexible cords are not to be affixed to structures, extend through walls, ceilings, floors, under doors, or floor coverings.

John Boyle
Director of Facility Management

2-13-2018
Date