



Facility Management

600 E. Blvd. Avenue Dept. 130 4th Floor 701-328-2471
Bismarck, ND 58505

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SUBJECT: Capitol Complex Holiday Decorations

Holiday decorations policy is based on state fire code requirements. These decorations may be displayed in state office or other approved areas as long as 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.