



# Facility Management

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Bismarck, ND 58505

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**Effective Date: 8/11/2016**

**Policy Number: 01-86**

## **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.

A handwritten signature in blue ink that reads "John Boyle".

John Boyle  
Director of Facility Management

A handwritten date in blue ink that reads "2-13-2018".

Date