

UNIVERSITY OF CONNECTICUT  
DIVISION OF STUDENT AFFAIRS  
DEPARTMENT OF RESIDENTIAL LIFE

**DECORATION NOTICE 2009**

TO: ALL RESIDENT STUDENTS AND STAFF  
FROM: The Department of Residential Life & The University Fire Department

The University recognizes and supports the desire of its students to celebrate holiday seasons. However, very special care must be taken in the residence halls, apartments and office space to ensure that decorations are not fire hazards, which could turn a joyous time into a disaster.

The following regulations (based on State Fire Code) must be observed. Residence hall staff are the primary enforcing agents, and the Fire Department will assist when necessary in determining the suitability of decorations.

1. **ALL DECORATIONS MUST BE MADE OF FLAME RETARDANT MATERIALS *and* MUST BE CHECKED FREQUENTLY**
  - DO NOT USE FLAMMABLE STYROFOAM, AND PAPER LOOP CHAINS. Food decorations such as popcorn, cookies, or cranberries are allowed.
  - DO NOT USE cotton balls or batting. An ALTERNATIVE is glass-wool (like that used in fish tank filters). Glass wool won't burn, but cotton often does.
2. **THE USE OF NATURAL GREENS OR CUTTINGS, STRAW, OR HAY IS PROHIBITED IN UNIVERSITY BUILDINGS**
  - NO NATURAL OR LIVE CHRISTMAS TREES are permitted in any University building.
  - Artificial trees must be fire retardant and labeled as such by the manufacturer.
  - No lights or wiring are permitted on aluminum or metal trees. DO NOT USE brown paper, freezer wrap, construction paper, shelf paper, or tissue.
3. **CANDLES and INCENSE** are prohibited in all campus housing.
4. **DOOR / COMMON AREA DECORATIONS:** These decorations must not exceed more than *HALF THE AREA OF THE DOOR*. Decorations are prohibited on corridor walls, ceilings, stairwells, exit doors and along any means of egress. Decorate only on bulletin boards. DO NOT hang decorations from or cover fire alarm equipment, sprinklers, or electrical outlets. Keep decorations away from heaters and appliances.
5. **ELECTRICAL EQUIPMENT:** All electrical equipment must bear the Underwriter's Laboratories (UL) label. The use of extension cords or multi-purpose outlets with the exception of UL listed power strips with surge protection are prohibited.
6. **USE INDIRECT LIGHTING:** Do not attach lights directly to decorations. The heat generated from the light bulb can ignite flammable items.
7. **PLEASE REMOVE ALL HOLIDAY DECORATIONS BEFORE LEAVING FOR THE WINTER BREAK**

For further information concerning the suitability or arrangement of decorations, contact the University of Connecticut Fire Department at 486-4925.

ENJOY A SAFE HOLIDAY SEASON