

 CITY OF TUCSON	City of Tucson Central Safety Services Number: SD-003 Subject:	Page 1 of 3
		Effective Date: 1 December 2008
	Office Decorations	Reviewed/ Revised: November 21, 2012

SAFETY DIRECTIVE

1.0 SCOPE

This directive will provide information and guidance to departments, divisions and individuals that intend to decorate offices or indoor public spaces for any special event, including holiday decoration, in all City facilities.

This directive will reference:

- Tucson Fire Code
- National Fire Protection Association (NFPA) 101 - Life Safety Code
- Federal Occupational Safety and Health (OSHA) Regulation

The policies and procedures contained in this directive are intended to assist in identifying and complying with Tucson Fire Code, Life Safety Code and OSHA Standards. In all cases where there is a difference between specific fire, safety and OSHA standards, the specific policies set forth in this directive shall apply.

This directive will address the installation and/or use of:

- Christmas Trees
- Decorative Lighting
- Holiday Decorations
- Candles

2.0 PURPOSE OF SAFETY DIRECTIVE

To establish policy on the use of cut Christmas trees and the proper selection and installation of decorative, ornamental lighting in City facilities.

To establish a policy on the use of candles (open flame), flammable material and application of decorations made from combustible materials that may violate applicable federal and local safety codes.

To ensure that the installation of decorative material does not interfere with the safe operation of emergency response or notification systems, such as:

- Emergency Lighting
- Evacuation Route Signage
- Exit Doors
- Exit Egress (Safe passage to exit)
- Exit Signs
- Fire Alarm Pull Boxes

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- Fire Extinguishers
- Fire Notification Systems (Alarms and Strobe Lights)
- Fire Sprinkler Systems
- Smoke Detectors

3.0 DEFINITION

Combustible Materials: Material that is capable of catching fire and burning.

Decorative Materials: All materials applied over the building interior finish for decorative, acoustical or other effect (such as curtains, draperies, fabrics, streamers, plastic, batting, cloth, cotton, hay, stalks, straw, vines, leaves, trees, moss and similar items), including foam plastics and material containing foam plastics.

Flammable Material: A material capable of being readily ignited from common sources of heat.

4.0 DIRECTIVE

A. Decorative Material¹

1. Decorations of any type or style shall not obscure access to emergency notification devices such as alarm pull boxes, alarm strobe lights, exit signs, or impede access to exits, exit passageway, fire extinguishers, or inhibit the effectiveness of Fire Sprinklers.

B. Natural Cut Christmas Trees²

1. Natural cut (dead) Christmas trees are prohibited in City facilities. Only artificial trees, or live trees, housed in soil, maintained by a regular watering schedule, and physically checked for dryness on a daily basis are permitted. Christmas trees shall be located in a manner as not to obstruct emergency egress. Artificial trees with integrated lighting capability shall be UL (Underwriter's Laboratory) listed or approved.

C. Decorative Lighting³

1. Decorative lighting for Christmas trees or other event lighting shall be UL listed or approved and be free from defects in the wiring or plug, such as exposed wire, taped wire, cuts in the insulation, or cracked plugs ends. Lighting shall be plugged into a UL listed or approved power strip or an extension cord rated above the anticipated amperage and shall be turned off or unplugged at the end of every business day. The use of an approved extension cord to energize decorative lighting shall not exceed ninety (90) days and shall not pass through doorways or other areas of egress.

¹ OSHA 1910.37 – Maintenance, Safeguards and Operational Features for Exit Routes

² Tucson Fire Code 806.1.1 – Decorative Vegetation (Amended)

³ Tucson Fire Code 806.5 – Electrical Fixtures and Wiring

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D. Suspended Decorations⁴

1. Decorations suspended from walls or ceilings in the form of streamers, garland, signs or other, shall meet the Tucson Fire Code and shall not be hung from, nor interfere with the operation of, fire sprinklers.
2. Employees shall not lift the ceiling tiles in City Hall for the purpose of hanging or suspending decorations due to the presence of asbestos or asbestos-containing material above the ceiling.

E. Combustible Decorative Materials⁵

1. Combustible Decorative Materials, such as plastic sheeting or similar, affixed to the walls or ceilings, shall meet the Tucson Fire Code and shall not exceed ten percent (10%) of the aggregate area of walls or ceilings, or shall be prohibited.

F. Foam Plastics⁶

1. Exposed Foam Plastics or material containing foam plastics (Example: wreaths and artificial tombstones), shall be limited to one (1) pound (o.45kg) in total weight of the decorated area.

G. Candles⁷

1. Candles (open flame type) are prohibited in City facilities, excepting theatrical performance under specific control or permit.

H. Determination of Hazard

1. Any device or decoration which in the opinion of the Fire marshal constitutes a danger to life or property shall be removed immediately.
2. Questions regarding this policy may be directed to HR/Central Safety Services and/or the Tucson Fire Department, Fire Prevention:

Central Safety Services

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⁴ Tucson Fire Code 807.1 – Decorative Material General Requirements

⁵ Tucson Fire Code 807.1.1 – Combustible Decorative Materials
Life Safety Code 12.7.4.2 – Furnishings Decorations and Scenery

⁶ Tucson Fire Code 807.4.2.1 – Foam Plastics
Life Safety Code 12.7.4.4 – Foam Plastic Items

⁷ Tucson Fire Code 308.2 – Open Flame (Where Prohibited)
Life Safety Code 12.7.3 – Open Flame Devices

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Concurrence:

Deputy Chief Laura Baker, TFD Fire Marshal