

# Lane Education Service District Administrative Rule

Code: **EB-AR(3)**  
Adopted: 1/10/96  
Readopted: 4/23/02  
Orig. Code(s): EB-AR(4)

## **Holiday Decorations**

Decorations may be used in Lane ESD buildings in accordance with Oregon Fire Safety Regulations. The following guidelines are to be used:

1. Candles or any other sources of open flame are not allowed;
2. Decorative lighting may be used only under the following conditions:
  - a. All decorative lighting shall conform to the Uniform Fire and Electrical Code;
  - b. Miniature electrical lights and decorations may be used in work area decorations and on trees under six feet tall. Lights must be UL-listed and in perfect condition. Only UL-listed heavy-duty extension cords in perfect condition with built-in overload protection may be used;
  - c. Electrical decorations may not be used on artificial metallic trees or decorations or on trees over six feet tall.
3. All decorations shall be either inherently fire retardant or treated with a flame-retardant to be flame resistant. Decorations shall not exceed 20 percent of a wall or door;
4. Christmas trees shall not be placed in any required exit path and shall be mounted securely in a tree stand with a water-type reservoir. Fresh water shall be added daily.
5. Natural cut trees and decorations (such as boughs and wreaths) shall be removed immediately at any indication of dryness such as brittleness, loss of color or falling needles.

The ESD safety committee may be consulted with regard to questions about decorations and is the final authority regarding the use of such decorations. In cases where decorations are deemed to be unsafe according to these regulations or Oregon Fire Safety Regulations, the safety committee shall require the decorations to be removed.