



Volume _____, Issue _____

October 2006

2006 HOLIDAY DECORATIONS GUIDELINES

UC Davis Fire Department

October 30, 2006

DEANS, DIRECTORS, DEPARTMENT CHAIRS AND ADMINISTRATIVE OFFICERS

RE: Mandatory Flameproofing of Yuletide Trees

The attached fire regulations are offered in the sincere hope that your holiday season will be safe, as well as enjoyable. Please pay particular attention to the regulation that requires flame-retardant certification for all yuletide trees and other cut greenery displayed in indoor areas frequented by employees or the general public on the Davis campus and at UCDHS.

To comply with this regulation:

Davis campus units need to call the Operations & Maintenance Department: Paint Shop (530-752-5417 or 752-9468) to schedule a time beginning November 27 until December 15, for flame-retardant treatment and certification.

At UCDHS, flameproofing and certification can be obtained at the Facilities Support Services Building (916-734-5667) from 7:00 A.M. until 3:00 P.M., Monday through Friday, from December 4 through December 15. There will be no charge for this service at either location, but only live trees and greenery intended for use within University facilities will be treated.

Compliance is also strongly urged within student residence areas on campus. Student residents may bring trees to the Paint Shop for treatment during the times mentioned above.

If you have any questions regarding compliance with these regulations, call the Davis campus Fire Department: Fire Prevention Office at (530) 752-1236 or the UCDHS Fire Prevention Office at (916) 734-3036.

Weston Arvin
Assistant Chief
Fire Marshal

Attachment

Directive 06-114

Campus Fire Department: Fire Prevention Office

Information Bulletin:

YULETIDE TREES AND DECORATIONS

The UC Davis Fire Department: Fire Prevention Office offers the following information in an effort to ensure that faculty, students, staff, and visitors will have a safe and enjoyable holiday season.

YULETIDE TREES

- All trees, whether natural or artificial, must be flame retardant and display certification of flame-retardancy. Fire retardant treating will be done by the Operations & Maintenance Department: Paint Shop (530-752-5417) **starting November 27th**.
- Natural trees should be recut one inch from the end of the trunk at an angle, and then placed in a tip-resistant stand that holds water. Trees may *not* be displayed on wooden stands provided by vendors. Water should be added daily to help prevent the tree from drying out.
- **The use of decorative lights on real or artificial trees within the hospital facility is prohibited.**
- Only non-combustible or fire-resistive ornaments may be used.
- Trees must not obstruct corridors or exit doors nor block access to fire extinguishers, fire hose cabinets, fire alarm pull stations or exit signs.

LIGHTS

- All light sets must be UL-labeled, free of visible defects, and protected from mechanical damage while in use. Decorative electrical lights are prohibited on metallic trees.
- The use of extension cords is discouraged. If used, cords must be UL-labeled, free of visible defects, and protected from mechanical damage while in use.
- All decorative lights should be disconnected when a display area is left unattended.

DECORATIONS

- Paper decorations must be flame retardant at the time they are purchased. The Operations & Maintenance Department: Paint Shop cannot treat crepe paper or similar paper products with a fire retardant material. For small items there is a product called "No Flame" that can be found at area fabric stores. For larger items, contact the Flamort Corporation at (510) 357-9494 to obtain the necessary fire retardant treating material.
- Decorations must not obstruct exit doors and exit signs.
- Decorations must not be hung from the sprinkler system or smoke detectors.
- Open flame devices, including candles, are prohibited.
- Decorations should not be hung from the ceiling in such a manner that the spray pattern of a sprinkler head is obstructed.
- Decorations attached to corridor ceilings must not hang lower than seven feet from the floor.
- All decorations, including food and gift collection barrels, located in corridors must be constructed of non-combustible material (i.e., steel) or must be treated with flame retardant or painted with intumescent paint. The Operations & Maintenance Department: Paint Shop (530-752-5417) will treat these items with flame retardant.
- Permits are required for decorating any major public assembly area. Contact the UCD Fire Department: Fire Prevention Office at (530) 752-1236 to acquire a permit prior to decorating.

DECORATION REMOVAL

- Please remove all trees and decorations no more than five working days after the holiday.

Thanks for your help and cooperation in making this holiday season fire safe. If you have any questions about holiday fire safety, please call the UC Davis Fire Department: Fire Prevention Office at (530) 752-1236.

UC Davis Health System Fire Prevention Office
YULETIDE TREES & HOLIDAY DECORATIONS

The UCDHS Fire Prevention Office offers the following information in an effort to ensure that staff, patients and visitors will have a safe and enjoyable holiday season.

YULETIDE TREES

- All trees, whether natural or artificial, must be flame retardant and display certification of flame-retardancy. Fire retardant treating will be done by Plant Operation & Maintenance's Paint Shop **starting December 4th**. Please contact Tom Etters at 916-734-5667 for more information.
- Natural trees should be re-cut one inch (1") from the end of the trunk at an angle, and then placed in a tip-resistant stand that holds sufficient water. Trees may *not* be displayed on wooden stands provided by vendors. Water should be added daily to help prevent trees from drying out.
- **The use of decorative lights on real or artificial trees within the hospital facility is prohibited.**
- Only non-combustible or fire-resistive ornaments may be used.
- Trees must not obstruct corridors or exit doors nor block access to fire extinguishers, fire hose cabinets, fire alarm pull stations or exit signs.

LIGHTS

- All light sets must be UL-labeled, free of visible defects, and protected from mechanical damage while in use. Decorative electrical lights are prohibited on metallic trees.
- The use of extension cords is discouraged. If used, cords must be UL-labeled, free of visible defects and protected from mechanical damage while in use.
- All decorative lights should be disconnected when a display area is left unattended.

DECORATIONS

- Paper decorations must be flame retardant at the time they are purchased. PO&M cannot treat crepe paper or similar paper products with a fire-retardant material. For small items there is a product called *No Flame* that can be found at area fabric stores. For larger items, contact the Flamort Corporation at (510) 357-9494 to obtain the necessary fire-retardant treating material.
- Decorations must not obstruct exit doors and exit signs.
- Decorations must not be hung from the fire sprinkler system or smoke detectors.
- Open flame devices, including candles, are prohibited.
- Decorations should not be hung from the ceiling in such a manner that the spray pattern of a fire sprinkler head is obstructed.
- Decorations attached to corridor ceilings must not hang lower than seven feet (7') from the floor.
- Food and gift collection barrels located in the main hospital, or in corridors of other facilities, must be flame treated with flame retardant. PO&M will not treat these items with flame retardant spray.
- All decorations constructed from wood must be flame retardant or painted with intumescent paint by PO&M.
- Permits are required for decorating any major public assembly area. Contact the UCDHS Fire Prevention office at 916-734-3036 to acquire a permit prior to decorating.

DECORATION REMOVAL

- Please remove all trees and decorations no more than five (5) working days after the holiday.

Thank you for your continued cooperation in making this holiday season fire safe. If you have any questions about holiday fire safety, please call the UCDHS Fire Prevention office at 916-734-3036.