



Holiday Decoration Guidelines

As the holidays approach, please use the following guidelines to ensure each work location is in compliance with the following fire safety requirements.



1. Cut, live holiday trees are not permitted.
 - Root-balled live trees may be used, but must be removed immediately if any evidence of dryness is displayed.
 - Artificial trees must be clearly labeled “fire retardant” or “fire resistant.”
2. Trees should not be placed in doorways or in normal traffic paths. Access to all required avenues of egress must be clear.
3. All lights must be Underwriter Laboratory (UL) approved and in good condition.
 - Lights must be turned off when the building/room is unoccupied.
 - Do not staple lights to any surface.
 - Lights cannot extend across doorways, under rugs or in normal traffic path area.
 - Frayed cords, broken or cracked sockets, loose or exposed wires are not permitted.
 - Outdoor lights are not permitted.



4. Extension cords with a UL rating of less than 15 AMP’s are not permitted.
 - Excessive use of extension cords and/or inappropriately sized extension cords are prohibited.
 - Extension cords across doorways, under rugs or across traffic areas are not permitted.

5. Candles may be displayed but not lit. No open flame decorations are permitted.



6. Ensure that all emergency lights, lighted exit signs, fire alarm pull stations and fire extinguishers are not covered by decorations.



7. Cut or uncut weeds, grass, vines or other vegetation such as hay and live wreaths are not permitted on OCPS property.

8. Only 20% of wall space can be covered with student artwork within a building with no sprinkler system. Only 50% of wall space can be covered with student artwork within a building with a sprinkler system.

9. Loose or hanging decorations and curtains must be flame retardant in order to be displayed.



10. Please ensure that proper sanitation and food handling procedures are followed for all activities

11. A special event form must be submitted to the Safety Department 30 days prior to conducting fall festivals, plays, carnivals, haunted houses, etc. The form is available on the Safety Department website at <https://www.ocps.net/intranet/op/ssec/sfh/Pages/default.aspx> under Safety Directives. These events must be inspected by the Safety Department. Food vendors at carnivals must be inspected by the Orange County Health Department.



Please contact the Safety Department at (407) 317-3901 if you have any questions. Have a festive and safe holiday season.

