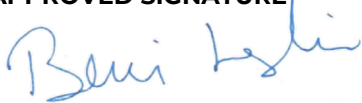


<div>DAS</div> <div>DEPARTMENT OF ADMINISTRATIVE SERVICES</div> <div>STATEWIDE POLICY</div>	<div>NUMBER</div> <div>107-011-130</div>	<div>SUPERSEDES</div> <div>107-011-130 (2019)</div>
	<div>EFFECTIVE DATE</div> <div>June 26, 2024</div>	<div>PAGE NUMBER</div> <div>Pages 1 of 3</div>
	<div>REVIEWED DATE</div> <div>June 26, 2024</div>	
<div>DIVISION</div> <div>Enterprise Asset Management</div>	<div>REFERENCE</div> <div><ul style="list-style-type: none">• ORS 276.900 - 276.915• Executive Orders 06-02, 17-20 and 20-04• Energy and Resource Conservation Policy 107-011-010• Oregon State Fire Marshal's website; Oregon Fire Code• SFM Décor & Fire Safety Guidelines 2019• SFM Décor Technical Advisory 22-09</div>	
<div>POLICY OWNER</div> <div>Operations and Maintenance</div>		
<div>SUBJECT</div> <div>Celebration Decorations and Lights</div>		
<div>APPROVED SIGNATURE</div> <div></div> <div>Berri Leslie, Director</div>		

PURPOSE

Establish guidelines to promote energy and resource conservation and safety during celebration seasons.

APPLICABILITY

State agencies that own, operate or lease buildings as defined in this policy.

DEFINITIONS

Agency:	Any state agency, board, commission, department or division.
Agency Coordinator:	Person appointed by an agency director to facilitate and coordinate the energy and resource conservation efforts within an agency.
Facility Manager:	Single point of contact for tenants in a state-owned building.
Site Coordinator:	Person located at a branch or other agency location who works with the Agency Coordinator on energy and resource conservation.

GUIDELINES

1. Celebration Decorations

a. Natural Decorations

Remove decorations made of natural materials, including trees, at first sign of dryness, such as brittleness, loss of color, or fallen needles. Trees and other natural cut decorations must be removed if the building is unoccupied for more than three (3) days.

- A. Do not apply fire retardant, flocking or other coatings to natural trees.
- B. Saw off trunk at an angle, at least one inch above the original cut.
- C. Mount securely in a tree stand, pail, tub or other water holder or reservoir.
- D. Add fresh water daily to maintain the water level above the cut.

b. Artificial Decorations

Use electrical devices in artificial decorations in the manner and capacity designed by the manufacturer. *Exception: Do not use artificial decorations made with metal surfaces together with any type of electrical devices, decorations or appliances.*

c. All Decorations

- A. Choose decorations with natural fire retardant or items treated with a flame retardant that complies with the current Oregon Fire Code, Sections 806 and 807 [Oregon State Fire Marshal : Oregon Fire Code : Fire Service Partners : State of Oregon](#). *Note: Fire-retardant coating is not required or recommended on natural cut trees and will not extend the length of time a tree should be permitted indoors.*
- B. Outside Celebration Seasons, use only non-electrical decorations.
- C. Inflatable, air-blown decorations requiring electricity or emitting sound and decorations intended for outdoor use are not allowed indoors or outdoors.
- D. Access to exits and exit paths must not be obstructed by decorative materials.
- E. Refer to the State Fire Marshal's website for further information: [Oregon State Fire Marshal](#).
- F. Refer to additional holiday décor information in the [Oregon Fire Marshals Association Technical Advisory 22-09](#)

2. Celebration Lights

a. Use celebration lights within the following restrictions:

- Use only in common areas, such as reception areas, lobbies or break rooms.
- Operate from 8 a.m. to 5 p.m. only.
- Use only UL-listed miniature or Energy Star certified LED Lights.
- Use only heavy-duty, UL-listed extension, grounded cords (14-gauge minimum, 15-amp minimum).
- Remove electrical lights and extension cords that show physical damage.
- When building is unoccupied, disconnect the power supply to all electrically energized decorations.

3. State Policy 107-011-010, Energy and Resource Conservation Applies

All statewide energy conservation measures and waste prevention guidelines apply to celebration decorations as outlined in State Policy 107-011-010, [Energy and Resource Conservation](#).

4. Safety Considerations

a. Follow the safety guidelines below when adding or removing decorations:

- Use only wooden or fiberglass ladders around electrical lines. Metal ladders conduct electricity, which causes shocks.
- Never work alone on a ladder; a second person should hold the ladder.
- Ensure the correct ladder height for the project.
- Never set a ladder on an unstable surface.
- Never exceed a ladder's weight limit and never stand on its bucket shelf.
- Never carry equipment while climbing.
- Face the ladder when climbing up or down, keeping the body centered between the rails.
- Keep cords out of walking aisles, but not under rugs where they could cause a fire or tripping hazard.
- Never block doorways or foot paths.
- Place decorations away from heat sources.