



GUIDELINES FOR HOLIDAY TREES IN UNIVERSITY BUILDINGS

- * Only fresh trees should be brought into buildings, preferably no longer than two days after they are cut.
- * A fresh diagonal cut should be made across the butt end of the tree approximately two inches from the bottom. The butt end should be immersed in water the entire time the tree is in the building. The water level shall be maintained at least two inches above the fresh cut and the water level shall be checked at least once daily.
- * The supporting device that holds the tree in the upright position shall be adequately sized to prevent the tipping over of the tree.
- * The supporting device shall be capable of containing a minimum two-day water supply.
- * The tree should be kept at least six feet from any heat sources and heavy traffic areas. DO NOT place trees in corridors, hallways or other portions of the means of egress i.e. stairways, doorways.
- * If lights are used on trees, they should be U.L. (Underwriters Laboratories) approved cool bulbs. Lights and cords should be checked for frayed or broken wires and bad sockets before being used. Dispose of any that have defects. Before installing lights, place them on a noncombustible surface and plug them in for 10 to 15 minutes. Then check for any smoking or melting electrical parts.
- * Lights should not be left on when the room in which the tree is located is not occupied.
- * Power cords serving trees must be in good condition, U.L. listed, and not located through doorways, in pathways or under rugs.
- * Trees are permitted in buildings for a maximum period of ten days and must be removed from the building prior to the holiday break. If needles or leaves fall off readily when a branch is shaken or if needles are brittle and break when bent between fingers the tree shall immediately be removed from the building.
- * If plastic artificial trees are used they should be U.L. listed and fire retardant. If aluminum trees are used, no electric lights are permitted on the tree.
- * Questions should be directed to the Program Manager, Fire Prevention and Protection at Environmental Health and Safety.

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