

BOWDOIN COLLEGE HOLIDAY DECORATIONS POLICY

Each year the question of what is and what is not allowed for holiday decorations in campus residential buildings is renewed. The Bowdoin College Department of Safety and Security, in accordance with guidelines provided by the Brunswick Fire Department and the National Fire Prevention Association (NFPA), have formulated the following policy to address the fire safety issue of holiday decorations on campus.

Q: May I decorate the exterior of my building for the holidays?

A: Yes, provided you meet the following criteria:

- Climbing on the roofs, balconies, parapets, etc. of buildings is prohibited, and decorations may not be hung higher than can be easily reached by a standard 6-foot stepladder.
- Ladders should be fiberglass, and lights hung without power applied.
- Tampering with existing wiring and overloading of outlets are prohibited.
- Decorations, and the installation of any decorations, must not cause any damage to College property; hooks or clips should be used instead of nails, screws or other hardware. No fasteners shall penetrate any roof surfaces.
- Decorations that block or interfere with emergency exits or fire safety equipment, including exit signs, emergency lights, electrical/alarm panels, and fire extinguishers, are prohibited.
- For electrical decorations, only UL-listed miniature lights may be used (preferably LED lights), and must be rated for outdoor use. No more than three strands of lights may be strung together at a time, to prevent overloading. All lights must be turned off during the day and after hours, or be on a timer.
- All other decorations must be made of non-flammable materials.

Q: May I decorate the interior of my room, suite, apartment or building for the holidays?

A: Again yes, provided you meet the following criteria:

- Christmas trees, wreaths, or other natural greenery **MUST** be treated with fire retardant materials, and the treatment certificate must be prominently displayed on the item. For local information on such treatment and certification, please call *Skillin's Greenhouses* (442-8111), or *O'Donal's Nursery* (839-4262). Live trees must be installed in an appropriate stand, watered daily, and disposed of when dried out and brittle.
- Artificial greens are preferred, and need not be treated.
- No decorations of any kind may be hung from any sprinkler pipe, sprinkler head, smoke detector, strobe, or light/utility fixtures.
- Use of candles are strictly forbidden anywhere on campus. In areas served by fireplaces or gas stoves, no greens or other decorations may be installed within 3-feet of any open flame source.
- All other issues as noted for outdoor decorations also apply indoors.

Q: What if I am unsure about whether or not something is allowed?

A: It is always better to call and ask before proceeding. You can contact any one of the following offices for assistance:

- Security – x3314
- Environmental Health & Safety – x3763
- Facilities Management – x3333
- Residential Life – x3225

Please coordinate with your Proctor or Resident Assistant in the selection and installation of your specific decorations. Facilities Management staff will assist if requested and time permits. Safety inspections will be conducted throughout the season to ensure that decorations installed are in compliance with this policy.

All holiday decorations must be removed before the end of fall semester and holiday break.