

BOWDOIN COLLEGE HOLIDAY DECORATIONS POLICY

Each year the question of what is and is not allowed for holiday decorations in campus residential buildings is renewed. The Bowdoin College Department of Safety and Security, in cooperation with the Brunswick Fire Department and the State Fire Marshall's Office, have formulated the following policy to address the fire safety issue of holiday decorations on campus. This policy is consistent with local, state and federal regulatory requirements for schools and public buildings, and with Page 99 of the Bowdoin College Student Handbook.

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. is prohibited. Areas that must be reached by ladder should be accessed only with the approval and aid of Facilities staff.
- Tampering with wiring (electrical, cable, or computer) and overloading of outlets are prohibited. Any changes in electrical service must be approved and completed by the Bowdoin College Electrical Shop.
- Decorations, and the installation of any decorations, must not cause any damage to College property. This includes but is not limited to the installation of nails, screws or other hardware.
- Decorations that block or interfere with emergency exits or fire safety equipment are prohibited. This includes but is not limited to exit signs, emergency lights, electrical/alarm panels, and fire extinguishers.
- For electrical decorations, miniature lights ONLY may be used. 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, and watered daily.
- Artificial greens are preferred, and need not be treated.
- No decorations of any kind may be hung from any sprinkler pipe, sprinkler head, 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.
- As noted for exterior items, decorations or their installation must not cause damage to College property, or block or interfere with emergency exits or fire safety equipment.

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
- Electrical Shop – x3450
- Residential Life – x3225

Please coordinate with your Proctor or Resident Assistant in the selection and installation of your specific decorations. 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.