

During the holiday season, you are reminded that offices that choose to decorate with holiday lights or other electrical devices must have procedures established to ensure that all items are turned off when the area is unoccupied. Items which are known to produce excessive heat (halogen bulbs) or which are not UL approved are considered potential fire hazards and are prohibited from use in our facilities. Natural Christmas trees are also prohibited

Building occupants who plan to decorate must make sure that sufficient office staff in the area is aware of the established procedures for items to operate safely and be appropriately shut off when not in use. All electrical items must have a safety inspection prior to installation and a second inspection after installation. Requests for inspections can be sent to the **Maintenance** email account (please provide contact name, phone number, building and room number). If you have any questions, please contact the Facility Management office on 576-0586.