

# **COOPER UNIVERSITY HEALTH CARE**

## **Corporate Policies and Procedures**

Supersedes: 04/23/2020

Reviewed: 06/05/2023

Section: Plant and Safety

Subject: 4.314 - Decorations

---

**Notice: The official version of this Policy is contained in Cooper Policy Network and may have been revised since the document was printed.**

---

**I. PURPOSE:**

- A. To provide guidance for staff to safely decorate Cooper University Health Care (CUHC) properties for holidays or other celebrations.

**II. POLICY:**

- A. The following shall be enforced for staff, visitor, and patient areas:

1. Do not create “trip” hazards with decorations.
2. No “open” flames (e.g. candles) allowed.
3. Decorations may not block vision panels, exits, fire extinguishers, corridors, stairwell access, or the ability to properly view patients.
4. Decorations may not impair the proper operation of the fire sprinkler system; do not attach anything to sprinkler heads, light fixtures, or ceilings.
5. Only battery-powered lights may be utilized on artificial trees, wreaths, or other decorations. All decorative lights must have a UL label attached.
6. Live trees or natural, untreated wreaths are not permitted indoors. Only trees classified as “fire retardant” or “flame resistant” will be permitted. All free-standing, hanging decorations or decorative coverings must be entirely constructed or manufactured of fire retardant materials. All decorations must have a fire-retardant material content tag adhered to the decoration.
7. Decorations must be kept away from ignition sources (e.g. light fixtures, electrical receptacles, etc.).
8. Decorations that are explosive or highly flammable (e.g. decorative crepe paper, propylene plastic decorations, etc.) are not permitted.
9. Do not wrap doors with wrapping paper or any other material that could accelerate combustion.
10. Decorations may not be attached to painted surfaces with tape or staples.
11. Decorations shall be displayed up to 3 weeks before the holiday or celebration.
12. Decorations must be removed within seven (7) days after a holiday or celebration.

APPROVED BY:

Robert Hockel, FACHE

Senior Vice President of Hospital Operations