

## The “Nevers” of decorating \_\_\_\_\_

- x Never use decorations that are flammable. Exit doors are those doors you must pass through to leave the building or pass from one building into another.
- x Never hang decorations from ceilings. Decorations hanging from ceilings could allow burning particles to drop in a fire.

x **In Residential Halls** DO NOT decorate anywhere in ~~the~~ corridors. Keep postings boards only.

x Never use candles except as outlined in candle section of this document.



## Safe decorating guidelines \_\_\_\_\_

### General \_\_\_\_\_

## Candles

Candles are NOT allowed except for:

- x Dining Halls– Flames must be protected and the candle securely supported on non-combustible bases. Candles in globes rather than candelabras are required. Candles shall never be placed in the path of egress and never left unattended while lit.
- x Performing Arts- Where candles, smoking, and other open flames are needed for a stage performance, backstage management must contact EH&S and complete a theatrical flame effects permit. Candles shall never be left unattended while lit.
- x Religious Observances– Contact the RA or RD and use only in the area designated in the residential buildings. For other buildings, contact EH&S. Never leave candles unattended while lit.

Reminder: Candles are not permitted anywhere on campus for casual use or aesthetics.

Campus Emergency Phone Numbers (from a campus phone)



Binghamton University  
Environmental Health and Safety  
PO Box 6000  
Binghamton, NY 13902  
Phone (607) 777-2211  
Fax (607) 777-4444

## STAY SAFE SAFETY CHECK

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## CampusSafe Decorating Guidelines



ENVIRONMENTAL HEALTH AND SAFETY