



INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Building

Holiday Decoration and Safety Reminders

The holiday season is rapidly approaching. To ensure a safe and festive season, please observe the following holiday decoration and building safety protocols:

- ❖ Do **NOT** use tape, staples, or nails on any surface. Small tacks can be used on bulletin boards or fabric covered tack-boards only – **never on walls or any painted surface to avoid building damage.**
- ❖ Do **NOT** utilize decorative or holiday lighting within the building. **No candles or open flames—including Sterno and comparable items (even when using caterers)** are permitted in the building due to fire safety concerns.
- ❖ Do **NOT** place objects in walkways, aisles, or doorways. These areas must remain clear and unobstructed per Los Angeles City Fire Code.
- ❖ Do **NOT** place objects on top of cabinets and bookshelves as objects may become dangerous projectiles in the event of an earthquake. A minimum of eighteen inches of clearance above cabinets must be maintained.
- ❖ Do **NOT** hang decorations from the ceiling. Decorations should never interfere with smoke detectors and sprinkler heads to avoid creating a fire hazard. Decorations (i.e., balloons) are to always remain eighteen inches from the ceiling and away from fire sprinkler heads.
- ❖ Do **NOT** bring in appliances that produce hot temperatures such as crockpots, toaster ovens, air fryers, space heaters, etc. The building [appliance policy](#) applies during the holidays as well. Unauthorized appliances will be confiscated if found. Only building-standard microwaves stationed in authorized areas are considered safe and approved for use within the building.
- ❖ Do **NOT** use any flammable decorative materials such as palm fronds, straw, or excelsior. You may use artificial and fire-resistant trees, wreaths, and garland.
- ❖ Do **NOT** leave gifts or other personal items visible on desks, in your car, etc. Secure all gifts and personal items in locked areas only.
- ❖ Caterers must be registered in the building's Visitor Management System (VMS) to obtain a visitor badge prior to entry. Caterers must be escorted by the hosting department while in the building.
- ❖ Catering deliveries are to be made via the building's freight elevator. Hosting departments should contact the Office of the Building **at least 48 hours in advance** to arrange the use of the freight elevator and must accompany caterers on the freight elevator while making the food delivery.

In addition to observing the above-mentioned reminders, offices should remain considerate of the diversity of seasonal celebrations when planning for the upcoming holiday season.

Please contact the Office of the Building at 213-241-1320 with any questions. Thank you.