



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Building

## Holiday Decorations and Safety Reminders

The holiday season is rapidly approaching! To ensure a safe and festive season, please observe the following guidelines:

- ❖ For fire safety and energy savings, do **NOT** use decorative lights. **No candles or open flames— including Sterno and similar items – even when using caterers.**
- ❖ Do **NOT** place objects in aisles, hallways, doorways and walkways, as these areas must remain clear and unobstructed per Los Angeles Fire Code.
- ❖ Do **NOT** place objects on top of cabinets and bookshelves – these may become dangerous projectiles in the event of an earthquake.
- ❖ Do **NOT** hang decorations from the ceiling. They can interfere with smoke detectors and sprinkler heads. This is a fire code violation as well as a potential fire hazard. In accordance with L. A. Fire Department regulations, there must be a minimum of 18” of clearance above all cabinets – please ensure that decorations remain below this height. Likewise, balloons must be kept away from sprinkler heads.
- ❖ Do **NOT** use tape, staples, or nails on any surface. Small tacks may be used only on bulletin boards or on the fabric covered tack-board area of the workstation walls – never on painted surfaces.
- ❖ The building appliance policy applies during the holidays as well. Do **NOT** bring in appliances that produce high temperatures such as crock-pots, toaster ovens, space heaters, etc.

Such items will be confiscated if found. Only building-standard microwaves stationed in authorized areas are considered safe and approved for use.

- ❖ 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.
- ❖ Remember **NOT** to leave gifts visible on desks, in your car, etc. Secure all gifts and personal items in locked areas only.
- ❖ Caterers must obtain visitor badges and use the freight elevator only when making deliveries and should be escorted by an employee in the requesting department.

Thank you for your cooperation in ensuring that we maintain a safe working environment during the holiday season. In addition to observing the above-mentioned guidelines and 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.