

# Holiday Safety Tips



## Indoor Space Temperature Policy

The use of personal space heaters or other heating or cooling devices may present a safety risk, and these devices are prohibited unless authorized by your building supervisor or provided by Facilities and Services.

The following applies in all spaces where thermostats or temperature control systems (e.g., air conditioning or heating units) are installed by Facilities and Services:

- \* Heating season- between the months of Oct. 1 and April 30:
  - \* Temperatures should range from 66 to 72 degrees Fahrenheit during operating hours.
  - \* Temperatures should range between 55 to 65 degrees Fahrenheit during unoccupied hours.
- \* Windows in conditioned spaces should remain closed when these systems are operating.

## Candle Use

- \* Lighted candles and open flames are **NOT** permitted on WVU campuses.
- \* Battery operated candles shall be used for:
  - \* Religion reasons
  - \* Decoration



## Christmas Trees

- \* Cut trees are **NOT** permitted on WVU campuses, live trees must have the bulb attached.
- \* Artificial trees must have Underwriters Laboratory (UL), Factory Mutual (FM), or Electrical Testing Laboratories (ETL) approval ratings and be made of fire-retardant materials.
- \* Metallic trees are not permitted.

## Holiday Lights

- \* Lights must have a UL, FM, or ETL approval tag.
- \* The use of miniature or LED lights is encouraged
- \* Check the lights and cords for frays and cracks before use.
- \* Turn off and unplug lights and displays when unattended.

## Cooking

- \* Keep an eye on what you fry! Never leave oil/grease cooking unattended.
- \* If a cooking fire occurs, smother the fire and turn off the heat source. Never pour water on an oil or grease fire.
- \* Move things that can catch fire (e.g., dishtowels, bags, boxes, and paper) away from the cooking surface.
- \* Turn the handles of pots and pans toward the back of the stove so they can't be easily knocked off or pulled over.
- \* Test your smoke detectors; replace the batteries annually.
- \* Make sure your fire extinguisher is nearby in case of an emergency.

## Hanging Decorations

Decorations and approved lights are permitted, but shall **NOT** obstruct smoke alarms or sprinkler systems, nor block any life safety equipment.

