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| Date Issued: 26 June 2018 | Page No.: 1 | Document No.: SOP-FIRE-06 |
| Revision: 1.2 | Subject: Decorations and Fire Safety | |

1.0 Introduction

This Standard Operating Procedure outlines the necessary responsibility of the Departments with regards to Fire Safety Equipment and Procedures. In accordance with Provincial Legislation, the Department of Environmental Health & Safety has listed the following items that are to be followed when decorating.

The following are based on the requirements of the Ontario Building and Fire Codes. Assistance in using these guidelines and meeting the requirements of the provincial codes is available from the Department of Environmental Health & Safety

2.0 Scope

This SOP applies to decorations in all Queen's University buildings.

3.0 Applicable Legislation:

The Ontario Building Code Act 1992 (O. Reg. 332/12)

The Ontario Fire Code (O. Reg. 213/07) as amended by (O. Reg. 194/14)

4.0 Responsibilities

4.1 Directors, Department Heads and Managers

Each shall ensure that pertinent supervisors, employees, students and contractors are aware of this SOP and that all decorations meet the conditions as listed below.

4.2 Department of Environmental Health and Safety

Shall ensure that each department is made aware of responsibilities under this procedure.

Serve as a resource to individuals which require assistance in complying with this SOP.

Conduct regular inspections to ensure that faculties, departments and units are complying with the requirements of the SOP and the Ontario Building and Fire Codes.



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5.0 Decorations, Displays, and Hazardous Substances:

- Reasonable amounts of decorations on doors is permitted. (e.g. posting occupant names, smaller welcome notices, etc.)
- Covering large portions of doors, completely covering doors, or covering room numbers with decorations is not permitted.
- Hallways must be kept clear and unobstructed at all times. Refer to [Storage in Building Corridors SOP Fire-01](#) for more information
- No decorations of any kind are permitted in stairwells or elevators.
- Materials may not be placed over or otherwise obstruct fire doors, dorm / office doors
- Materials may not cover any electric light fixtures.
- No cloth, tapestry, papers, or other decorations may be placed to cover the ceiling or act as a canopy over any section of a room except approved by the Department of Environmental Health and Safety.
- Decorations may not cover, obscure or restrict any life safety devices including:

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| Fire exits | Fire exit signs | Emergency Lighting |
| Fire extinguishers | Fire hose cabinets | Sprinkler heads |
| Smoke detectors | Heat detectors | Alarm pull stations |
| Fire alarm bells, horns & strobe lights | | |
- Prohibited flammable decorative materials include but are not limited to:

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| Plastic | Cotton batting | Large pieces of fabric |
| Straw | Vines | Leaves |
| Trees | Hay | Cedar boughs |
| Tissue paper | Streamers | |
- Flame retardant materials such as streamers, cloth, and paper that are fire rated by the manufacturer are permitted.
- Drapes, curtains, netting, textiles, films and other similar decorative materials must meet the requirements of CAN/ULC-S109 "Flame Test of Flame Resistant Fabrics and Films"
- Only non-combustible or manufacturer certified flame retardant decorations meeting CAN/ULC-s109 "Flame Test of Flame Resistant Fabrics and Films", are permitted in public spaces, corridors, lobbies, and lounges.
- Samples of materials that do not have the required fire rating and are not listed as prohibited materials, may be evaluated for flammability. Contact the Department of Environmental Health and Safety. 613-533-2999 or safety@queensu.ca



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6.0 Candles and Open Flame Devices:

Candles and open flame devices including those with glass shades or globes are not permitted; except as approved by the Department of Environmental Health and Safety.

7.0 Holiday Fire Safety Information:

Trees:

- Real trees are not permitted.
- Only artificial trees that have been treated with a flame retardant are permitted.
- Artificial trees are not permitted in hallways and corridors
- Artificial trees shall be kept away from doorways and heat sources.
- Do not remove the tag that indicates the fire resistance rating.

Decorative Lights:

- Use only lights that bear the Underwriters Laboratory (CAN-ULC) seal of approval.
- Do not use lights with loose sockets or frayed or damaged wires.
- Do not run wiring through doorways, under carpeting, or through holes in walls.
- Never plug one extension cord into another.
- Multiple-outlet power strip with an internal circuit breaker are recommended.
- Always turn the decorative lights off when the area is unoccupied.
- Never wrap decorative lights around exposed sprinkler pipes.

8.0 Revision History

1.0 Initial release

1.1 Updated prohibited items and clarified wording

1.2 Updated link to Storage in Building Corridors Fire SOP-01