

Building Holiday Decoration Policy

- 1) Building occupants shall not hang or connect any item to any ceiling within the building. (This includes plants, mobiles, and decorations of any kind.)
- 2) Holiday lights within the building must have UL certification and must be turned off at the end of each work day. Holiday lights left on outside of building hours are subject to immediate removal, as they pose a potential fire hazard.
- 3) Do not overload wall outlets as it is a potential fire hazard.
- 4) Candles are never permitted in the Cal/EPA building per California Code of Regulations, Title 19, 3.25(b).
- 5) Do not affix or hang signs, advertisements, or notices to any windows, doors or other parts of the Building without receiving prior approval in writing from one's Manager.
- 6) No nails, hooks or screws shall be driven or inserted into any part of the Premises or Building except by the building maintenance personnel, nor shall Department deface any part of the Building. Unauthorized signage is subject to immediate removal.
- 7) Artificial holiday trees, no taller than 6 feet, are acceptable for use in the building. Live holiday trees are prohibited. Trees must be kept within the tenant-occupied spaces and may not be displayed in any common areas, may not block any fire extinguishers, pathways, thermostats or create any accessibility issues.
- 8) Any and all vendors delivering any type of decorations must schedule time in the Loading Dock through Building Management. All vendors must meet the specified insurance requirements before scheduling and using the Loading Dock. Any vendor not meeting those requirements is subject to being turned away.
- 9) Doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by occupants or used by occupants for any purpose other than ingress and egress to and from the Premises. Any obstruction will not be allowed.
- 10) Building Management reserves the right to relocate and/or remove any decorations not in keeping with these decoration policies or those creating a fire/life safety hazard at any time.