



## City of Portland, Fire Prevention Division HOLIDAY DECORATION GUIDELINES

- **All decorations must be non-combustible and/or flame retardant (except live trees).**
- Live trees become highly flammable when brought indoors where heat and low humidity accelerate drying. To help moisture absorption, re-cut the tree upon installation and place it in water. Water daily to keep the water level above the cut. Place the tree near or under a sprinkler head.
- Strings of low energy mini-lights that are UL listed (such as LED lights) may be used on artificial or live trees. Strings of lights may not be used on metal trees.
- Lightweight extension cords are not allowed. An extension cord that is UL listed heavy-duty (14 gauge minimum) with built-in overload protection (breakers) in perfect condition may be used temporarily (no more than 30 days). All cords must be unplugged at the end of each day.
- Do not place decorations in or on the exterior windows, suite doors or adjacent sidelights.
- Corridors, stairways and exit ways must be kept clear at all times.
- Do not hang decorations from the ceiling or from sprinkler heads. The Uniform Building Code prohibits hanging any item from the ceiling system at any time, as it is not a load bearing system.
- Use of candles or any open flame at any time is strictly prohibited.
- Live trees, boughs and wreaths, etc. should be removed at any indication of dryness such as brittleness, loss of color or falling needles.

Ashforth Pacific provides free Christmas tree removal and recycling. We will advise you of the exact date soon. Please contact Building Management at 503.224-1193 to request your tree be removed. All decorations must be removed before the tree will be taken away. We are pleased to offer this service and appreciate your participation.

