

HOLIDAY DECORATIONS & EVENT GUIDELINES

Holidays are a time of fun and celebration. Please help us keep them that way by following the PCC holiday guidelines which help to minimize any potential safety or fire hazards associated with seasonal decorations.

HOLIDAY LIGHTING

Approved, UL listed electrical decorations and wiring may be used on decorations and holiday trees. When plugging in multiple plugs from a single outlet, use a UL approved power strip with a circuit breaker. Under no circumstances are candles allowed. Please turn off your lighting when you leave for the day. Keep all combustible materials at least four feet away from your holiday lighting and trees.

TREES & WREATHS

Trees and wreaths must be treated and tagged flame resistant by an applicator registered with the State Fire Marshal. Tags must remain on treated trees and decorations. All decorations must be taken down within 30 days after they are tagged.

While artificial trees and decorations are preferred, live trees are allowed; however, tree trunks must be cut again at least one inch above original cut and remain immersed in at least two inches of water.

When it is time to take down your tree, please call the Property Management Office. Your tree will be removed the following evening. Fallen needles will be vacuumed and tree stands removed and returned if requested.

OFFICE DECORATIONS

The following rules apply to all office holiday decorations:

- All decorations should be at a minimum of 18 inches below the ceiling. This is required by California Fire Code to ensure fire sprinklers can function in case of an emergency.
- Decorations are not allowed to be strung or hung from ceilings, ceiling tiles, grids, sprinkler heads or on office lamps.
- Do not use any fog/smoke machines, dry ice, open flames or any other type of decorations that creates smoke or excessive heat as these can set off the fire system.
- All decorations must be placed away from heat sources such as computers, printers and copy machines.
- Decorations should not be placed on windows, windowsills, window shades or suite doors.
- Decorations and trees must not block exit paths. All aisles and walkways must be kept clear of obstruction such as extension cords, boxes, furniture and decorations.
- Please decorate safely and avoid standing on desks, cubicle walls or chairs.

LARGE PARTIES & CATERED EVENTS

Please notify the Property Management Office in advance to plan for additional cleaning and trash pick-up. Cooking equipment (i.e. propane tanks, grills or open flames) on tenant premises is not allowed. If your event requires the delivery of rental equipment or catering services, please ensure you request a Certificate of Insurance from the vendor.