



PIMA COUNTY

FACILITIES MANAGEMENT

MEMORANDUM

DATE: November 8, 2019

TO: All County Employees

FROM: Lisa Josker, Facilities Management Director

SUBJECT: Holiday Decorations

Planning for holiday decorations, parties, and festive activities is already underway. While planning and preparing please be consistent with County sustainability efforts by utilizing less electricity and becoming more energy conscious by using LED lights only. Facilities Management encourages the use of non-illuminated holiday decorations. However, we continue to support traditional holiday light displays/decorations based on past history because of its temporary status.

Safety must play an important role in our holiday planning and preparation. Please remember not to block any fire exits, signs or any fire-related equipment (e.g., audio visual devices and extinguishers). Decorations must not hang from or within 18 inches of fire sprinkler heads. Lighting fixtures or devices must not be completely or partially covered or obscured. Remember that all decorative lighting or other temporary electrical displays must be inspected before use to ensure there are no breaks or cracks in the cords, prongs are securely fastened, and there is no danger of electric shock. There must be no open flames at any time. All electrical devices if used must be Underwriters Laboratories (UL) approved and shut off and/or unplugged at the end of each day.

Live trees (potted and living) along with artificial trees are acceptable. For safety reasons, natural cut trees will no longer be permitted. We appreciate your cooperation.

If there are any questions or concerns about appropriate decorations or displays, please call the Facilities Management Department.

Thank you and Happy Holidays.