

# 1500 JEFFERSON BUILDING HOLIDAY DECORATIONS GUIDELINES & TIPS

## Ready or not... 'tis the season!

Thankfully, and hopefully, this year's holiday season will look and feel more familiar than the last two. With the holidays comes the drive of the "decorating season" which seems to arrive earlier every year. The holiday season brings decorations, gifts, parties, and all sorts of fun and surprises. To help ensure a safe and happy season for everyone, we ask that you please review and observe the following guidelines and tips for holiday decorations at the 1500 Jefferson Building. We wish you all the happiest and healthiest of holiday seasons!



## 1500 JEFFERSON BUILDING HOLIDAY SCHEDULE

Halloween	Monday, October 31	OPEN
Election Day	Tuesday, November 8	OPEN
Veterans Day	Friday, November 11	CLOSED
Thanksgiving	Thursday & Friday, November 24 & 25	CLOSED
Christmas Day	Monday, December 26	CLOSED
New Year's Day	Monday, January 2	CLOSED



# 10 SIMPLE GUIDELINES FOR WORKPLACE COSTUMES

Many organizations celebrate Halloween by allowing employees to dress up and host parties. Building policies allow for and encourage tenants to celebrate and have fun. Below are some suggested guidelines to use so everyone has a good time.

## Halloween Costumes

Make sure that whatever you choose to wear as a costume is well-constructed without tripping hazards, or props that stick out and could hit others. Costumes should look good and feel comfortable all day.

- It goes without saying that **you should not bring real or replica weapons to work**. In today's world please use sensitivity in choosing a Halloween costume. There are plenty of great costume ideas out there that don't involve weapons or violent looking props.
- Dressing up as someone from another culture or ethnic background should always be avoided. Appropriating motifs and cultural artifacts is insensitive and offensive.
- Dressing up in a costume that makes light of or glamorizes other people's struggles is not a good idea. Costumes that make fun of poverty, violence, racism, or disabilities are never a good idea and can be offensive to others.
- Avoid wearing a gory, scary, or horror-based costume at work. While there's nothing wrong with a good Halloween scare, it's always a good idea to be mindful of others when wearing a costume.

## Decorations

- Decorations must not be affixed to ceilings, light fixtures, ventilation vents, sprinkler heads, or any wood surfaces such as doors, panels, etc.
- Decorations must not create a tripping hazard, block access, and/or cause physical damage.
- Baled hay, straw, etc. are not allowed as they create a large mess and track throughout the building.
- Only UL listed LED miniature lights are allowed when used in accordance with their listing. Lights that are damaged have been repaired may not be used.
- No electrical (extension) cords to be used. UL-labeled surge protectors are allowed if free from any visible defects and protected from mechanical damage while in use.
- All electric powered decorations must be **TURNED OFF** when unattended and/or during non-business hours. It is a good idea to put one person in charge of this task so there's no confusion regarding checking things at the end of each workday.

## Treats

Treats are also fun to have on Halloween. They're a great way to celebrate! Keep in mind, candies and pastries could potentially be scary for anyone with a food allergy. If you are planning on bringing treats to work, consider finding out if anyone has food allergies before giving them away!

## Be Safe!

Don't wear anything that could interfere with your ability to do your job, drive a vehicle, or walk in a safe and effective manner.



## 1500 JEFFERSON BUILDING HOLIDAY DECORATION GUIDELINES

### **HOLIDAY DECORATIONS AND FIRE SAFETY**

Property management recognizes that the holiday season calls for additional and specialized decorations and lighting. Such decorations and lighting can have a significant impact on the designed fire and life safety features of the building and gathering places. In order to allow the full enjoyment of the season without jeopardizing public safety, the 1500 Jefferson Building has developed the following policy:

### **EXITS**

- Access to exit doors and exit paths or corridors, and fire extinguishers shall not be obstructed by decorative materials or other items.
- To prevent tripping hazards floor coverings, throw rugs, etc. may not be used.

### **SOURCES OF IGNITION**

- Candles or other sources of open flame **are not allowed**.

### **ELECTRICAL**

- Only UL listed LED miniature lights are allowed when used in accordance with their listing. Lights that are damaged have been repaired may not be used.
- *No electrical (extension) cords to be used.* UL-labeled surge protectors are allowed if free from any visible defects and protected from mechanical damage while in use.
- Decorative electrical lights are prohibited on metallic trees.
- All electric powered decorations **must be TURNED OFF when unattended and/or during non-business hours.** *It is a good idea to put one person in charge of this task so there's no confusion regarding checking things at the end of each workday.*

### **DECORATIONS**

- Live trees are not allowed.
- The installation of artificial flame-retardant trees is allowed only if solidly fixed in place and installed away from fire exits or heat sources.
- All decorations, whether used on trees or anywhere else, should be approved by a recognized safety organization (e.g., UL, CSA) and should be flameproof or non-combustible.
- Decorations must not be affixed to ceilings, light fixtures, ventilation vents, sprinkler heads, or any wood surfaces.
- Decorations must not create a tripping hazard, block access, and/or cause physical damage.
- Baled hay, straw, artificial snow, etc. are not allowed as they create a large mess and track throughout the building.

Please contact property management at 360-359-4790 or [1500mgmt@wrightrunstad.com](mailto:1500mgmt@wrightrunstad.com) if you have any questions. Thank you for your cooperation and wish you a very happy and healthy holiday season.

**Wright Runstad & Company  
Property Management**