

WASHINGTON AND LEE
UNIVERSITY

Lexington, Virginia 24450-0303

Safety Office
(540) 458-8175

From: Paul Burns, University Safety Officer

Date: July 29, 2004

Social Function Decoration Guidelines:

1. Student Organizations are to include in their contracts with bands, DJ's, etc., and shall see that no pyrotechnics or other flame or spark producing equipment are to be used.
2. No decorations or other materials that increase the fire load in the buildings should be used. Examples of materials that should not be used are as follows: sawdust; bales of hay or straw; loose hay or straw; bamboo, anti-static (Styrofoam) peanuts, plastic materials, and cloth material that is not fire retardant. Any other questionable items should be cleared through the University Safety Officer.
3. All decorative materials suspended from walls or ceilings should be flame resistant (need certification on file) or noncombustible.
4. We do not want to get to the point where every scene or party atmosphere on campus has to be approved by the University Safety Officer. However, unless the groups on campus police themselves and consider safety issues when planning scenes and atmospheres, then it could possibly come to that point.
5. If there are questions concerning any of these items, contact Jason Rodocker at 458-4111, e-mail jrodocker@wlu.edu or Paul Burns at 458-8175, e-mail pburns@wlu.edu.

Summary

In conclusion, this is not meant to be an all inclusive list of safety precaution guidelines. Items covered are areas that have presented problems in the past and are known hazards. If told by the University Safety Officer that corrections need to be made in any area, you are to follow those directions whether or not they are covered in this memorandum.