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The purpose of this

- c. Artificial trees, boughs are permitted, providing they are constructed of flame-retardant material, in accordance with Para. 6.

4.

- a. All wiring, controls, lights, appliances, or other electrical equipment used as a part of or in conjunction with decorations must be installed in a manner approved by the HSC Fire Marshal or Plant Operations/Facilities Operations and Maintenance and be of sufficient capacity to take the electrical load required. There shall be no open splices, frayed wiring, cracked insulation, defective equipment or other indications of weakness in the wiring.
- b. No open or unguarded light bulbs, spotlights or floodlights will be permitted to be in contact with any combustible surface.
- c. All lighting must be UL listed and must be used in accordance with manufacturer's recommendation. All lighting must be on a timer to turn the light on and off automatically at the beginning and end of each business day (LED lighting is preferred). All timing devices must be UL listed.
- d. All extension cords are for temporary use only and must be pre-approved by HSC Fire Marshals. Power strips must be circuit-breaker protected and UL approved.

5.

- a. Many TTUHSC employees' workspaces are situated such that the employees may bring personal items such as family pictures, diplomas, etc. to his/her workplace, keeping in mind that any personal item contributes to the business environment of the department. If the workspace is open to the public, the department may have additional guidelines to help ensure a professional image.
- b. TTUHSC is not responsible for the loss or damage to personal items; therefore, valuable or one-of-a-kind items or collections should not be brought to the workplace.
- c. Upon resignation or retirement, employees shall remove personal items from his/her work area immediately upon leaving employment, unless arrangements have been made with Human Resources for pick-up on a specific date. Any items remaining after 30 calendar days following the employee's last day at work shall be discarded without notice at the discretion of TTUHSC.
- d. Décor for Public Areas- subject to selection and/ or approval by Facilities team. Personal décor items and / or plants, may not be placed in _____ in _____