***Attachment C***

***Christmas Tree Locations***

***December 2024***

First week of **December** – Set up of Christmas trees/decorations.

First week of **January** – Removal of Christmas trees/decoration.

***LOCATION*** ***RESPONSIBILITY***

Front Lobby – Main Area Gold Star Mothers

MRI Waiting Room

2nd Floor Waiting Room Daughters of the American Revolution

6th Floor Outpatient Waiting Room American Legion Auxiliary

Primary Care Waiting Area Veterans of Foreign Wars Auxiliary

Specialty Care/Pharmacy – Lobby American Red Cross

Building – Dental Office American Red Cross

Hospice Unit Marine Corps League

7th Floor

3rd Floor Veterans of Foreign Wars

Physical Therapy Waiting Room Veterans of Foreign Wars

CLC TV Room Veterans of Foreign Wars

Homeless Veterans of Foreign Wars

Building 40 Veterans of Foreign Wars Auxiliary

CLC Entrance Lobby AMVETS Auxiliary

4th Floor Waiting Room 4th Floor Staff

5th Floor Waiting Room 5th Floor Staff

Building 6A Lobby Knights of Columbus

“Christmas trees must be flame-retardant, ordinary crepe paper decorations and

pyroxylin plastic decorations might be classified as highly flammable; therefore,

are not permitted. NFPA 1, Fire Code Handbook, prohibits combustible

vegetation and natural cut Christmas trees unless the trees are in a balled

condition with the roots protected by an earth ball or the area is protected by an

approved automatic sprinkler system. Live trees must be maintained in a fresh

condition, and may not be allowed to become dry. When natural trees are

permitted, they must be checked at least daily, and removed from the building

upon evidence of dryness. Artificial trees must be labeled as flame retardant or

flame resistive. Any trees or combustible vegetation may not obstruct corridors,

exit ways, or the means of egress. **Lights, when used for decorating, must be**

**Underwriters Laboratory (UL) approved**; the use of lights on metal artificial trees is

prohibited.”

**Fire Safety**

**Guidebook**

**VHA Center for Engineering & Occupational Safety and Health (CEOSH)**

*October 2012*