**First Call Center**

**Hotline: 720-423-4020**

**Denver Public Schools**

**Interdepartmental Communication**

Date: October 24, 2019

Subject: Holiday Decorations Guidelines

With the holidays around the corner, we know that students are going to create some great artwork that schools would like to showcase. In doing so, make sure to follow the below guidelines to keep our students and staff safe, as well as meet Denver Fire code and minimize any impact or damage to the building.

**When displaying artwork:**

* No materials can be drilled, stapled or nailed into the walls. All artwork must be hung on tack strips or with adhesive that will not damage the walls such as blue painters tape, command strips or sticky tack.
* Crepe paper CANNOT be hung on any surface.
* Material CANNOT hang from corner to corner and material hung along a wall must be six inches away from wall.
* Material CANNOT be hung on any electrical fixtures, fire suppression or detection systems and cannot impair the visibility of the exit signs, fire alarm strobes or affect the spray pattern (flow of water) of the fire sprinklers.
* Doors and windows CANNOT be covered and all materials must be three feet from the door.

**Denver Fire requires the following for wall coverage:**

Classroom may not exceed 40% of wall area | Corridor may not exceed 20% of wall area

*Height from the floor to ceiling multiplied by length of each wall excluding door and window openings.*

**Holiday Lighting:**

* LED battery powered string lights are preferred over the 110V string lights. If string lights are selected they can only be hung for a MAXIMUM of 90 calendar days.
* No candles or open flames are permitted in the buildings at any time.

**The following steps must be taken for Denver Fire’s approval for a large display:**

* Contact the DFD Fire Prevention Division to confirm event date and time.

Phone: 720-913-3474 Email: denfpb@denvergov.org

* Contact the DFD Fire Prevention Institutions Lieutenant at 720-913-3541 to get guidance regarding current code requirements for art displays in schools.

These requirements may include a permit from DFD Fire Prevention Special Events Group (720-913-3447)

* If additional information on the materials, occupancy load and other calculations is needed contact the DFD Fire Protection Engineers (720-865-2963).
* If a fire watch is required, contact the First Call Center (720-423-4020)

Any event that will involve more than 250 people, canopies or fog machines are required to obtain an assembly permit from the Denver Fire Department. Questions and permit directions can be obtained through the DFD Assembly Group (720-913-3448).

Fog Machines require both the permit from Denver Fire as well as a Tririga work task through DPS Facility Maintenance. This task should be entered at least one week prior to the event so that DPS Electrical Department can properly prepare the fire suppression and detection for the event.