



ADMINISTRATIVE MEMORANDUM
COUNTY OF SAN MATEO

NUMBER: B-2

SUBJECT: Decorations in County Facilities

RESPONSIBLE DEPARTMENT: County Manager

APPROVED: 
John L. Maltbie, County Manager

DATE: November 24, 2014

This Administrative Memorandum rescinds and replaces Administrative Memorandum Number B-2, dated February 4, 2000.

Holiday trees and decorations are permitted in County facilities under the following conditions:

If employees wish to have holiday decorations, they must provide them at their own expense. County funds are not to be used to purchase holiday trees or decorations. The only exception is in connection with programs where children are housed overnight during the holiday season. The department director must approve any purchase for this purpose in advance.

Departments are encouraged to think about the disposal and recycling of trees. Flocked trees are not recommended, as they cannot be composted or mulched. Many departments have reusable trees or decorate without a tree.

To minimize fire hazards -

- All holiday trees, wreaths and decorations must be fireproofed and have an Underwriters Laboratory (UL) tag to that effect. All trees must comply with California Fire Code Appendix IV-B.
- Tree lights must be appropriate for indoor use. Look on the UL label to confirm. Check lights for broken or cracked sockets, frayed or bare wires, or loose connections. Replace or repair any damaged light sets. Do not place more than 3 light sets on an extension cord and always turn lights off when left unattended.
- All extension cords must be of approved types that have a built-in circuit breaker. Cords cannot be placed across aisles and timers are recommended to ensure that electrical decorations are turned off during non-business hours.
- Exits, aisles and paths of travel must be kept clear. Do not place decorations where they interfere with movement along aisles or may fall into an aisle.