



Colorado

Department of Personnel
& Administration
Division of Central Services

John W. Hickenlooper
Governor

Kathy Nesbitt
Executive Director

Scott Madsen
Division Director

TO: All Capitol Complex Agencies

DATE: December 2, 2013

RE: Holiday and Casual Decorations Policy

As we usher in the winter holidays, Capitol Complex would like everyone's holiday season, at work and home, to be a safe and joyous occasion. We would like to remind all agencies of the Capitol Complex's policy on Holiday and Casual Decorations within State Buildings.

The Department of Personnel & Administrations/Capitol Complex Facilities Tenant Handbook states:

Holiday/Casual Decorations: Holiday ribbon and low heat lighting decorations (LED mini bulbs) are permitted within the buildings. However, **Real Christmas Trees, (fire retardant treated or not)** and **lit candles (holiday or not)** are not allowed within State owned buildings or other State rented space.

Note: The State Capitol building is exempt from the real Christmas tree rule.

We understand that many of you would like to have fresh cut trees for the Christmas season within your offices, but for the safety of all tenants and the buildings we ask that if you plan to have a tree, you use artificial trees only within all Complex buildings this Holiday season.

Please **Do Not** hang anything from the building fire sprinkler system or move ceiling tiles to hang lighting or decorations, as these are both fire code violations. These measures as set forth by Capitol Complex are necessary in eliminating the threat of fire to the building and its occupants.

Thank you for your cooperation.

Richard Lee
Property Manager