



Policy Title

Decoration

Identifier

UofSCSOMG – FCMN – 4.00

Prepared by: Manager, Facilities and Integrated Technology	
Reviewed by: Student Affairs Review Committee	Review Date: 06/15/2018
Approved by: UofSCSOMG Policy Committee	Approval Date: 06/18/2018
	Effective Date: 07/16/2018

LCME Standards

N/A

Scope

University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

Policy Statement

Guidelines for decorations on the UofSC School of Medicine Greenville campus

Reason for Policy

Facilities Management and Safety

Procedures

- 1) This policy applies to UofSC School of Medicine Greenville building, Health Science Administration Building (HSAB), and Employee Services Center building (ESC)
 - a) The American and South Carolina flags may be displayed in their appropriate orientation in the main lobby of all buildings throughout the month of July. The American flag may also be displayed in the main lobbies on other appropriate days.
- 2) Winter holiday decorations during the month of December should comply with the following guidelines:
 - a) Poinsettias and wreaths may be placed throughout all buildings
 - b) Live Christmas trees may not be used. Only artificial trees that are “Fire or Flame Proof” as approved by the Underwriters Laboratories Label (UL) and Facilities are permitted
 - c) Trees may be decorated with non-flammable and non-electrical decorations only. Lights are not allowed
 - d) Approved artificial trees in the UofSC School of Medicine Greenville Rotunda and main lobbies are permitted
 - e) Decorations may not be taped to walls or doors
 - f) Decorations should not block hallways, exit signs or egresses
 - g) Hanging decorations should not cause damage to walls, surfaces, and fixtures. Consult the Facilities team for proper hanging mechanisms
 - h) Diversity and inclusivity should be considered with all decorations

- 3) Recognizing the needs of school groups, team related activities and special events, decorating at additional times is permitted as long as it meets the preceding guidelines. Examples include Fourth of July, Halloween, Thanksgiving, Valentine’s Day, St. Patrick’s Day and USCSOMG activities
- 4) Facilities reserves the right to remove any items that do not adhere to this policy, present risk or are offensive.
- 5) All decorations must be safely and properly stored in designated area when not in use.

Sanctions

Failure to comply may result in disciplinary action.

Contacts

Executive Director, Business Operations and Finance
 Manager, Facilities and Integrated Technology

Related Information

GHS Holiday Decorating Guidelines S-090-01.A1 Facilities Use Policy

History

Date of Change	Change
July 2019	Editorial changes made due to branding updates and titles, formal approval not required.
June 2018	Policy formalized into standardized template, LCME CQI