

2008 Homecoming Campus Decorating Contest

Purpose:

- To promote awareness of Homecoming Week
- To encourage creativity
- To encourage school spirit

Criteria:

- Best use of theme – **It's A Lobo's Life For Me!**
- Creativity
- Quality of decorations
- Enthusiasm
- Interaction/Involvement with community

Fabulous Prizes: Great prizes for the top three winners!

Dates to remember:

September 29th - Begin Decorating (Remember you'll want to keep them up through the whole week of festivities, so make them sturdy!)

September 30th - Judging will begin at 10:00 a.m.

October 1st- Winners will be announced at the faculty/staff alumni luncheon. Two tickets for lunch will be provided for each department that participates.

For more information call: Lisa Delgado ◻ 277-7870 or Laura Montoya ◻ 277-3733

Registration Form

Department Name: _____

Contact Person: _____

Email: _____

Phone: _____

Building Address: _____

*Please fax to: Lisa Delgado ◻
Dean of Students Office ◻
277-0370 by 9/26/08*

PLEASE POST FOR ALL HOMECOMING DECORATION PARTICIPANTS



HOMECOMING DECORATION CRITERIA IN UNM FACILITIES

NOTE- Please contact Lisa Delgado (Student Affairs Office) at 277-7870 or Vincent Leonard, (University Fire Marshal) at 277-4076 if you have any questions on the criteria or would like a safety inspection prior to the contest. SRS will be conducting site inspections during the contest to ensure the safety of your display.

Decorations not meeting these guidelines may be required to be modified, corrected or removed from the facility by the individual(s) who installed the decorations.

1. **Trees** - Live trees, vegetation, branches, pinecones, etc. shall not be used in any UNM facility. Artificial trees must be fire/flame retardant and be labeled with Underwriters Laboratory (UL) or Factory Mutual (FM) tags or stickers.
2. **Electric Lights** - or displays must be UL/FM. listed. Lights which emit little to no radiant heat are required. Battery operated lighting is permissible.
3. **Electrical Cords** - for decorations. All electrical cords and connections used in holiday decorations must be UL/FM listed. Extension cords may be used for temporary use (90 days) for the purpose of holiday decorations. Extension cords must be a single length cord from the decoration to the electrical wall outlet. Extension cords may not be strung together to reach the outlet.
4. **Fire Retardant Decorations** - All decorations must be flame/fire retardant. Decorations must be UL/FM. Listed
5. **Location of Decorations** - - Decorations shall not obstruct access or visibility to exits or exit signs, fire alarms, alarm panels, fire extinguishers, fire sprinkler heads, etc. Decorative materials may not be placed on light fixtures, electrical equipment, electrical outlets, circuit breaker panels, etc.
6. **Decorations and Egress** - Decorations or displays shall not be located so as to obstruct exit corridors, doorways or stairs. Decorations or other objects shall not reduce corridor clearances for egress. Corridor width requirements vary so please check with SRS before setting the display in place.
7. **Vision panels** – Vision Panels in fire or smoke doors may not be covered.
8. **Open Flames** - Open flame of any type as part of the decoration is prohibited.
9. **Amount of Decorations** - Decorations must comply with the “fire load”(how much can you put in a corridor before it becomes a fire hazard?) requirements for corridors and public spaces. The rule is 10% of the wall space in fire rated corridors may contain combustible material with approval by SRS. Exceptions that apply include:
 - a. Decorations which are wholly of non combustible materials (i.e. metals, foil, naturally non combustible fabrics or treated fabrics (documentation of treatment is required), solid wood which is at least 1 inch thick –laminated wood does not qualify.
 - b. Decorations set in frames or display cases with glass fronts.

10. **Doors** – Decorating doors is permitted but must be limited to the following. NOTE- excessive combustible decorations covering doors can cause fire and egress hazards from the room being decorated.

- a. Decorations on doors must be limited to 10% of the door if they are of non-fire rated materials.
- b. Decorations which are labeled “fire retardant” or “fire resistant” (by UL laboratories) may cover the entire door but may not cover any visual panels. Please do not remove any UL labels as the decoration will be considered combustible if the label cannot be found on the display.

DIAGRAM EXAMPLING THE PERMITTABLE LOCATIONS FOR DECORATIONS

