



General Safety, Fire Safety, OSHA, and Decorating Guidelines

Aisles, Exits, and Doors

- Aisles leading to classroom exit doors should be at least 36 inches wide, aisle accessways between desks or tables should be at least 24 inches wide
- Exit doors must be free from obstructions for full instant use. The inside of classroom doors must be distinguishable as a door, decoration must not exceed 50%

Animals/Plants

- Any animal visit (single day visit or recurring/continuous) must get approval first. [Link: Animal Request Form](#)
- Plants in classrooms are limited to 6 per typical 900 sq. ft room. Plants must be maintained by the owner, if concerns with their care arise, they can be asked to be removed. No approval form required for plants.

Electrical

- Power strips are allowed but must be rated to UL1363 and have overcurrent protection, Items plugged in cannot exceed the voltage/amp capacity. Power strips cannot be daisy-chained together and must be plugged directly into an outlet.
- Extension cords can ONLY be used for temporary use. Rule of thumb: if it is being used for more than 24 hours and not wrapped up and put away at the end of the day, it is not temporary use.
- Cube outlets and multi-plug adapters cannot be used. Not to be confused with approved power strips, these units plug directly into an outlet and create multiple outlets at the source, or extension cords that create multiple plugs on the other end.
- Space heaters and fans are not allowed.
- Refrigerators, coffee makers, and microwaves are only allowed in staff dining rooms, or when required with an IEP (approval is required), and FACS classrooms. Allowance can be considered on a case-by-case basis.
- All electrical appliances must be certified (UL, ETL, CE, CSA, or similar markings) and in good working order with no damage, no fraying, and the ground prong cannot be removed.
- Electrical panels must have 36" clearance in front of the panel, 30" width, and 78" height.

Decorations and Furniture

- Any furniture not provided by the district (couches, bean bags, shelves, lighting, etc.) must get approval before adding it to your classroom/office. [Link: Furniture Request Form](#)
- Drilling or screwing into the walls is not allowed, see head custodian for assistance
- Decorations must be kept away from exit signs, fire alarm devices, fire extinguishers, pull stations, fire strobes, electrical panels for visibility and access
- Decorations on walls cannot exceed 20%, in general, wall decorations should be limited to mainly bulletin boards.
- When hanging decorations please use a step stool or ladder. Do not stand on chairs, boxes, tables, etc.
- Large amounts of items hanging from ceilings is prohibited. Any items hanging from ceiling must have 18" clearance from sprinkler heads
- Curtains can never be hung from ceilings for room separation
- Holiday and decorative lights, the following are allowed for permanent use: flexible rope lighting listed to UL2388, decorative lights listed to UL588 SD, portable electrical luminaries listed to UL153, LED strip lighting listed to UL2108, and battery-operated lights. **Lights with a "temporary use" label or ones without the correct UL listing are not allowed.**

Food in Classroom

- Please communicate with admin and custodial staff for classroom parties with food, for cleanup awareness.

Cleaning Supplies and Chemicals

- Only district-provided cleaning supplies can be used in the building. Do not bring in personal products.
- Diffusers and products with scent are not allowed