



FACILITIES MANAGEMENT

HOLIDAY LIGHTS REQUEST FORM

POLICY:

All electrical lights used for holiday decorating must first be inspected and tagged by the KUSM-W Facilities Management, to ensure the wiring is in good condition and meets all UL requirements. All holiday lights will be unplugged after hours.

PURPOSE:

To describe the proper procedures to request, authorize and document the use of electrical holiday lighting in a department.

PROCEDURE:

Any department wishing to use electrical holiday lights must first complete and submit a Holiday Lights Request Form to the KUSM-W, Facilities Management. The request must list ALL holiday lights that will be used within the department. All departmental lights must be inspected and tagged by Facilities Management or designee, and a signed copy of the request form will be return to the department, thereby authorizing the use of the inspected/tagged lights. The KUSM-W Safety Officer will perform a follow-up inspection of the lights within the department. Departments must unplug the lights after hours. KUSM-W Safety and Security Officers will have a list of departments that are authorized to use holiday lights and will make rounds after hours to ensure all lights are unplugged.

Multi-plug adaptors, ground plug adaptors, extension cords and timers will not be permitted in conjunction with holiday lights. Power strips with a circuit breaker may be used, but no more than one per outlet.

Department: _____

Phone: _____

Requestor: _____

E-mail: _____

| ELECTRICAL ITEMS | PASS | FAIL | * EXPIRES |
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Inspected By: _____

Date: _____