

Door Decoration Guidelines



As we prepare to celebrate **Employee Spirit Week**, please keep the following fire safety guidelines in mind when decorating office doors. These rules help ensure compliance with NFPA 80 and keep our campus safe:

Door Decoration Guidelines

Fire-Rated Doors

- May have only one sheet of paper no larger than 8.5x11 inches.
- No other combustible or flammable materials are permitted.
- Decorations must not obstruct door hardware, closers, or room numbers.

Egress-Side Doors

- No decorations are allowed on the egress side of any door (the side facing the hallway or exit path).
- These doors must remain fully visible and identifiable to ensure safe evacuation in an emergency.

Non-Fire-Rated Doors (Interior Office Doors)

- In sprinklered buildings, decorations may cover no more than 50% of the door surface.
- In non-sprinklered buildings, limit coverage to 20% of the door surface.
- All materials must be flame-resistant or treated with flame retardant in accordance with NFPA 701.
- Decorations must be securely attached and must not hang loosely or pose a tripping or snagging hazard.

Additional Safety Requirements

- Use only non-damaging adhesives that do not compromise the door's surface or fire rating.
- Decorations must be temporary and removed within 30 days or at the conclusion of Spirit Week.
- Do not place decorations on or near exit signs, fire extinguishers, pull stations, or sprinkler heads.
- Doors that serve as part of an **emergency exit route** (egress side) must not be decorated at all.
 - The egress side is the side of the door that faces the direction people would travel to exit the building—typically the hallway-facing side of an office door that swings outward.
 - These doors must remain fully visible and identifiable to ensure safe evacuation in case of an emergency.

Thank you for making safety a priority while celebrating Employee Spirit Week. If you have questions about whether your door qualifies as fire-rated or an emergency exit route, please contact Campus Facilities or the Environmental Health and Safety office.

