

OPEN FLAME/CANDLE GUIDE AT THE UNIVERSITY OF MICHIGAN-DEARBORN

Candles or other open flames are strictly forbidden for use inside **all** University facilities. The only exception to this policy is the use of candles during a recognized ceremony/event or in the University Center (in an enclosed glass holder). Those individuals wishing to utilize candles/open flames during a ceremony/event shall first contact the Public Safety's Environment and Health Office at (3-4914) to obtain written authorization (five days prior to ceremony/event). If the Environment and Health Office has approved the use of a candle(s)/open flames, these basic guidelines should be followed:

General Safety

- Whenever possible, substitute open flame candles with battery operated or electrical powered candles.
- Never leave a lighted candle unattended.
- Never touch or move a votive or container candle when the wax is still liquid.
- Do not let children play around candles.
- A responsible staff/faculty member is assigned to constantly monitor the area while the candles are in use.
- Ensure you are familiar with ways to notify Public Safety in the event of an emergency, cell phone call 313.593.5333 or campus phone 911.

Placement

- Keep area around the flame and each candle free and clear of combustible or flammable materials and decorative materials. Do not use candles around oxygen or flammable gases.
- Candles shall not be placed on windowsills, aisle passageways, or other areas that may be unstable or where one could come into contact with it.
- Candles shall not be used in close proximity to sprinkler heads or smoke detectors, so as not to accidentally activate one of these devices.
- Candles shall be placed on tables.
- Always burn a candle upright.

Holders

- Always place a candle on a solid surface and in a holder that will not topple.
- Make sure the candleholder is fire resistant/non-combustible.
- Ensure to fully enclose the flame by using a glass jar, storm lantern, or restaurant style candle device where the candle flame is two inches below the enclosure.
- Extinguish the candle when it comes close to the holder (2 inches of wax remain).

Grills are permitted but must be located on the exterior of the building. Those individuals wishing to barbecue shall first contact the Public Safety's Environment and Health Office at (3-4914) to obtain written authorization (five days prior to ceremony/event).

General Safety

- The grill/s must be propane only.
- The grill/s are not to be left unattended while grilling.
- The grill/s must be turned off including propane once grilling is complete.
- Propane tanks are not to be stored indoors.
- Ensure you are familiar with ways to notify Public Safety in the event of an emergency, cell phone call 313.593.5333 or campus phone 911.

Placement

- The grill/s must be away from the means of egress which includes the immediate door area plus 25 feet.

Bonfires, pyrotechnics, and any other open flame devices are strictly prohibited.