



Campus Administrative Policy

Policy Title: Candles Policy and Procedures (OPP: 103-107)

Policy Number: 3083

Functional Area: **General Administration**

Effective: February 22, 2018

Date Last Amended/Reviewed: December 1, 2017

Date Scheduled for Review: July 1, 2025

Supersedes: Candles (2005)

Approved by: David C. Turnquist
Associate Vice Chancellor, Facilities Management
Duxton Milam
Campus Fire Marshal, Facilities Management
Authority Having Jurisdiction for Fire and Life Safety
(February 22, 2018)

Prepared by: Campus Fire Marshal
Reviewing Office: Executive Vice Chancellor for Administration and Finance |
CFO, University of Colorado Anschutz Medical Campus
Senior Vice Chancellor for Administration and Finance |
CFO, University of Colorado Denver

Responsible Officer: Executive Vice Chancellor for Administration and Finance |
CFO, University of Colorado Anschutz Medical Campus
Senior Vice Chancellor for Administration and Finance |
CFO, University of Colorado Denver

Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
University of Colorado South Denver Location

A. POLICY STATEMENT

National estimates of reported fires derived from the U.S. Fire Administration's National Fire Incident Reporting System (NFIRS) and NFPA's annual fire department experience survey show that candles were the heat source in an estimated average of 8,690 reported home fires annually during 2011-2015. These fires caused an average of 82 civilian deaths, 800 civilian injuries and \$295 million in direct property damage per year. It is true that most of these fires occurred in the home; however, any occupancy that allows lit candles has an increased chance of unexpected fire.

B. PURPOSE

To establish a policy for prevention of fires due to candles on campus property.

C. PROCEDURES

In order to protect visitors, staff, and property, the risk associated with fires on the campuses must be kept to an absolute minimum. Open flames always have the potential to cause unwanted fires, and, while candles do have aesthetic appeal, they are not necessary to the mission of the university. As such, it is the policy of the University of Colorado Denver | Anschutz Medical Campus that the use of lit candles will not be allowed within any building. We generally discourage having any non-lit candles on the campus, and we ask that the wicks be clipped if a candle is used for decoration.

Please contact the Campus Fire Marshal for questions or concerns (303) 724-0293.

Notes

1. Dates of official enactment and amendments:
December 2005: Adopted/Approved by Associate Vice Chancellor for Facilities
February 22, 2018: Revised
December 18, 2019: Reformatted
2. History:

December 18, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Links, university branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: December 2005
4. Cross References/Appendix:
 - [2015 ed. International Fire Code](#)
 - Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety