

Policy on Open Flames in Town Buildings

The use of any open flame in any administrative buildings of the Town of Wilbur is expressly forbidden. This includes, but is not limited to, candles, heaters, smoked tobacco products and any other device that has an open flame or is consumed by burning. In the event that maintenance or construction procedures are in process by authorized personnel, the ban does not apply to those procedures. However, appropriate safety procedures will be followed, including the use of fireguards, any time a device with an open flame is utilized.

Personal heaters that do not use an open flame may be used during office hours at the discretion of the Department Head. However, all personal heaters must be unplugged at the end of the workday or when not in use.