PRO-U5950.08A  OFFICE FIRE SAFETY

Definitions:

Temporary Service: A period not to exceed 90 days as per International Fire Code 605.9
Extended Service: Permanent use after 90 days

Action by: Western Community Member
Action:

1. Use only electrical equipment that bears the Underwriter's Laboratories (UL) seal of approval. This includes office equipment such as:
   - Computers,
   - Monitors,
   - Extension cords,
   - Multiple outlet strips,
   - Coffee makers,
   - Microwave ovens, and
   - Space heaters.

   NOTE: Equipment includes University-owned items and personal items used at the University. Privately owned heaters are not permitted in the work place.

2. For temporary service needs, use only extension cords that are rated adequately for the capacity of the equipment.
   2a. Replace cracked, worn or damaged cords. ONLY use 3-wire extension cords for appliances with 3-prong plugs.
   2b. NEVER cover extension cords with objects or paper while in use or coiled.
3. For extended service needs, use only appropriately-rated multiple outlet strips with 12-gauge wire and surge protector plugged directly into an outlet.

4. **Never increase** the number of outlets with multiple outlet plugs.

   NOTE: With multiple power cords plugged in, this is sometimes referred to as an ‘octopus.’

   4a. Instead, use appropriately-rated multiple outlet strips with 12-gauge wire plugged directly into an outlet.

   4b. **NEVER plug** one multiple outlet strip or extension cord into another in a ‘daisy chain’ fashion.

5. **NEVER use** hotplates or units with open or exposed heating elements.

6. **ALWAYS keep** combustible materials such as paper, books and plastic away from electrical devices, such as computers, space heaters or coffee makers.

7. **Consider** timers which turn coffee makers and space heaters off.

8. **Turn off** computers, monitors and printers over nights and weekends to the extent possible.

   8a. **Turn** off monitors and printers, if computers must remain on.

9. **Avoid** coffee makers and other equipment which have been recalled by the manufacturer in conjunction with the U.S. Consumer Products Safety Commission.

Action by: Administrators  

Action: 

10. **Assign** specific personnel the responsibility for turning off common equipment at the end of each work day. 

11. **Establish** back-up assignments and appropriate communication processes for their unit to ensure equipment is off.