PRO-U5950.08A  OFFICE FIRE SAFETY

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.

2. **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. **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.'

   - 3a. **Use** appropriately-rated multiple outlet strips with 12-gauge wire plugged directly into an outlet.
Action by: WESTERN WASHINGTON UNIVERSITY

PROCEDURE

Action:

3b. **NEVER plug** one multiple outlet strip or extension cord into another in a ‘daisy chain’ fashion.

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

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

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

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

7a. **Turn** off monitors and printers, if computers must remain on.

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


Administrators

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

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