

**PROCEDURE**

Effective Date: April 12, 1993

Approved By: President's Council

Authority: RCW 28B.35.120

Cancels:

See Also POL U5950.01 Health, Safety and Environmental Protection

**PRO-U5950.08A OFFICE FIRE SAFETY**Action by:Western Community  
MemberAction:

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.

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- 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.

NOTE: Information is available from <http://www.cpsc.gov/>

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.