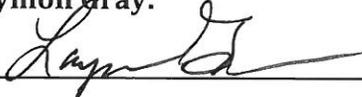


	<p><b>Extension cords and multi-plug power strips use policy:</b></p> <p><b>SUBJECT: The use of extension cords and multi-plug power strips when a permanently installed receptacle outlet is not accessible or adequate.</b></p>
<p><b>EFFECTIVE DATE: 06/16/2017</b></p>	<p><b>Approval: NHMFL Safety Director:</b></p> <p><b>Laymon Gray:</b></p> 
<p><b>ISSUING AUTHORITY:</b></p> <p><b>Safety Department</b></p>	

**Policy:**

The use of extension cords and multi-plug power strips (power strip) shall be limited to the following listed authorized situations and to specific requirements outlined in each situation. When a permanently installed receptacle outlet is not accessible or adequate, temporary extension cords, or power strips equipped with overload protection may be used if set up in accordance with the safety guidelines set forth in this policy.

**Reference:**

National Fire Protection Association:

- NFPA 1 – Fire Code, 2012 Edition (1)
- NFPA 70 – National Electrical Code, 2014 Edition

**Responsibilities:**

Safety– Develop and maintain policy. Conduct periodic inspections to verify compliance.

All Departments and Divisions – Require all employees and students to properly use extension cords and power strips. For new installations and relocations contact Facilities for proper power applications.

Facilities – Ensure adequate code compliance for permanently installed wiring and assists in placement of extension cord and power strip usage when needed.

**Purpose:**

The purpose of this policy is to reduce the risks of electrical fires and safety hazards associated with improper use of extension cords and power strips. The policy provides guidance to staff, faculty, users and students for the proper use of extension cords and power strips.

## **Requirements for the appropriate use of Extension Cords**

### **What to do when using an extension cord or power strip:**

- Cords must be properly approved (by Underwriters Lab)
- Extension cords may be used for temporary applications only. "Temporary" generally means it is associated with a one-time job or with a transient condition. Install permanent wiring for long-term or repetitive needs.
- Extension cords may be used for remodeling and maintenance repair
- It is permissible to use extension cords to light holiday decorations
- Extension cords should be sufficient for the use and sized appropriately
- All extension cords must have a ground (round or u shape prong)
- While using extension cords ensure there are no trip hazards
- Multi plug surge protectors (power strips) are authorized for permanent use but must be plugged directly into an outlet
- GFCI protected extension cords must be used in wet or damp locations
- Store all cords indoors when not in use.

### **What not to do when using an extension cord:**

- Do not use extensions cords in lieu of permanent wiring.
- Do not use extensions cords that are frayed or cracked (tape repairs not allowed).
- Do not daisy chain extension cords or power strips together.
- Never remove plug from socket by pulling the cord.
- Extension cords may not be enclosed in walls, ceilings, or under floors
- Cords with missing ground connector are not to be used.
- Cords are to be protected from traffic and damage.
- Ensure you have no trip hazards.
- Detachable multi-tap adapters may not be used on extension cords or receptacles.

### **Shop-Made Extension Cords for Special Applications:**

- Extension cords for special applications, such as 208 VAC or 480 VAC three-phase service, may be shop-made as required. Only qualified persons may fabricate or repair shop-made extension cords, including the installation of connectors or plugs to the cord. All components of shop-made cords must be of a type approved by a Nationally Recognized Testing Laboratory (NRTL). For purposes of meeting this requirement, "qualified persons" means NHMFL electricians.
- At the time of fabrication or repair, shop-made extension cords shall be tested by qualified persons for proper wiring and grounding.

