

FACILITIES: Safety Standards & Guidelines

HOLIDAY LIGHTS & DECORATIONS

- Holiday lights are considered temporary lighting and can only be used for 90 days.
- Holiday lights can not be supported by sprinkler lines, gas lines or electrical conduit.
- When installing the lights please be sure that their means of attachment do not damage the cable (**no stapling**) or pinching in doorways.
- Please do not install long runs of cables without additional support. The cables are not designed to be linked together and pulled tight with only being supported on the 2 ends.
- Holiday lights can not be supported by sprinkler lines, gas lines or electrical conduit.
- Holiday lights can not be draped across a doorway or be installed in any way that would impede egress through a hallway or door.
- Holiday lights can not be hung from sprinkler heads.
- Holiday lights can not be installed overhead in a manner that someone pulling on them would cause other ceiling-mounted fixtures to fall.
- Do not bunch up lights and stuff them in a box or container that may cause overheating.
- Do not cover lights with fabric unless it is specifically designed for that use and is Fire Retardant from the manufacturer.
- Hanging things from the ceiling. Ultimately it is up to the LOCAL enforcing agencies to decide what can or can not be done so just because one campus can do something, that does not mean another campus can. So if you hang something and the inspector tells you to remove it, please remove it. Don't argue that our XYZ campus is allowed.
- You can never cover a sprinkler head or block the airflow to a head or the water pattern that it will produce. So no banners or material hung or draped horizontally near the ceiling.
- You can not attach hanging items to sprinkler lines, gas lines, electrical conduits or anything else that if someone pulled on the decoration would cause any substantial item/structure or fixture to fall.
- You can not hang anything that blocks egress to a door or through a hallway.
- You can not hang anything that blocks the sightline of an EXIT sign or emergency lighting.
- Items that if fell could cause harm should be hung by a competent individual.
- For small decorations, I would keep it minimal and not have any combustible material within 18" of the ceiling for all campuses except Oregon, which would be 24" as they do not have a fire sprinkler system. Small decorations hung from the ceiling grid using fishing line should be okay unless told otherwise. Nothing can be attached to a fire sprinkler or impede the sprinkler's water flow if it was activated.

EXTENSION CORDS

Extension cords are considered **temporary** so they can not be used longer than 90 days in any application. If you need a cord for temporary use, please follow the tips below.

- The cords that are allowed are the type that you would use outdoors, although they may not necessarily be "outdoor" rated cords. They don't have to be. They have a round, smooth jacket and have the third or ground prong. These are the cords to buy. They are available in the usual orange but also red, yellow, black, green and red at different retailers. Black is the most inconspicuous and blends in the best but is also the hardest to find in stores locally. Anne can help you order them from an online retailer if needed. Be sure to stay within the power ratings of the cord. Each one has a maximum wattage stamped on it. You are always safe with a 12 gauge or 12 AWG cord. 14 gauge or 14 AWG can be used for short cords although it technically isn't code so try to only purchase 12 gauge cords if possible. 16 and 18 gauge cords extension cords should never be used in any of our facilities.
- The light-duty "zip" cords are not allowed by code in our buildings. In the past, we have used some of them on the stage for lighting all of the trees, but they were supposed to be boxed up after the holidays and stored out of sight. I don't think we will be doing the forest of trees on the stage as in years past so please make sure that those cords don't make it off of the stages.

There is a heavy-duty version of these zip or lamp cords that is available. They have the third or ground prong on them but they still resemble the zip cords in that you can see the 3 strands of wire fused together. They are usually flat. These are also NOT allowed at the campuses. If that type of cord comes with the fixture or light you bought and is permanently attached wired to it, like with the prewired trees, that is fine. If that cord needs to be lengthened, please use the correct cord.

Also, please do not use any of the 3 prong to 2 prong adapters. If you are using the correct cords, you will never need them.

- Other common unsafe cord practices to avoid:
 - Running cords above drop ceilings.
 - Running cords through holes cut in walls.
Covering extension cords with rugs. While this prevents tripping hazards, it causes the cords to get damaged and overheat and start on fire.
 - Running cords through doorways.
 - Running cords on or near stairs.
 - Running cords across walkways.
 - Using a longer than needed cord and coiling the extra up.

- Installing DIY cord ends on damaged cords.
- Using a cord that is damaged in any way including:
 - Using cords that have cuts in the outer jacket. Taping a cord is not allowed.
 - Using a cord that has the jacket breaking away from the cord end.
 - Using a cord that has the 3rd or ground prong missing.

POWER STRIPS AND SURGE PROTECTORS

Power strips are considered **temporary** devices and can only be used for 90 days.

Surge protectors look like power strips but have some circuitry inside them that can absorb some voltage surges. These are not considered temporary and can be used permanently although many inspectors are not knowledgeable of this so let's use them sparingly. These are what your computers should be plugged into under your desk or in the kiosks. For temporary lighting, power strips are fine. Just don't assume that all power strips have surge protecting abilities.

- Power strips and surge protectors should never be used in any combination. We can get power strips with 15' cords on them. Power strips must only be plugged into the wall.
- Power strips are designed for lower consumption devices like computers, desk lamps, chargers, etc. You can not plug high power appliances like microwaves, coffee brewers, space heaters, etc. into power strips. Those devices must plug directly into a wall outlet.

NOTE: All power strips or surge protectors must have an overload protection circuit breaker on them. In most cases, this is built into the power switch however not all power strips have these. I have found some on our property that was purchased from Amazon that did not and are not safe. This is getting more common with these cheap desktop "hubs" that have 2 or 3 outlets and 2 USB ports but no circuit breaker. Any power strip should have a UL listing or ETL listing. These are nationally listed testing laboratories that state the device meets minimum safety standards. Not all devices have these listing but are still for sale on Amazon or discount stores. Please make sure that your power strip has a UL or ETL listing. Just because it is for sale on Amazon does not mean it can be used in our building.

MULTI TAPS

Multi taps turn one outlet into 2 or more outlets. They can be stand-alone and designed to be plugged directly into a wall outlet or the end of an extension cord, molded into the end of a cord from the manufacturer or rectangular shaped with 6 outlets and plugged directly into a wall outlet covering the entire original outlet. Multi taps are not allowed in our building. If you need more than one outlet, use a power strip.

STORAGE RULES

For all campuses except Oregon: No storage closer than 18" to the ceiling. So no storage on top of the wall-mounted cabinets in the big printer room and no shelving installed so that the top shelf would violate that rule.

For Oregon, no storage within 24" of the ceiling. So no storage on the kitchen cabinets.