



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 529
VERSION: 1

SUBJECT: EXTENTION CORDS AND ADAPTERS

POLICY:

Facilities will identify and implement processes, for the use of extension cords and adapters on electrical equipment.

PURPOSE:

When the use of an extension cord or adapter is deemed necessary, Facilities will ensure its safe and proper use.

PROCEDURE:

1. Extension cords shall be limited in use. Facilities will evaluate the need and determine if there is sufficient justification for an extension cord. All efforts will be made to discourage the use of extension cords.
2. All extension cords shall be issued by Facilities for temporary use only.
3. Extension cords shall not exceed 50 feet in length.
4. Extension cords will have a ground wire and be a 3 prong type.
5. Extension cords will be sized according to the amperage of the electrical devise being used.
6. No more than one extension cord will be used in conjunction with a piece of equipment at any given time.
7. Electrical adapters of any kind will not be used in the facility.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 11/25/2013	Original Date: 01/04/1994
Reviewed: 04/11/2016	Next Review Date: 04/11/2017
Supersedes:	