

FIRE & LIFE SAFETY: SELF-INSPECTION

- **POWER STRIPS** are commonly used in office spaces. The most common deficiency found during the Annual Fire & Life Safety Inspection of office spaces is the improper use of power strips. **EXTENSION CORDS** should **NOT** be used.



Please refer to the checklist below regarding power strips and extension cords:

- ✓ **DON'T.** Plug a power strip into another power strip (commonly referred to as 'daisy chaining'). Connecting power strips in series will drastically increase the risk of an electrical overload and fire.
 - ✓ **DON'T.** Use power strips in moist or potentially moist areas.
 - ✓ **DON'T.** Cover, staple, tack or nail a power strip to anything. This can damage electrical cords or make room for potentially dangerous situations.
 - ✓ **DON'T.** Continue to use a power strip if it feels hot. Also, do not use if it has any visible damage.
 - ✓ **DON'T.** Use extension cords.
- **ELECTRICAL SPACE HEATERS** are **NOT** allowed to be used on Spelman Campus.

