

UC Santa Barbara
Policies

Policy 5420

Issuing Unit: Administrative Services

Date: February 1, 1986

Revision in Process

ELECTRICAL SERVICE EXTENSION SAFETY

I. REFERENCES:

- A. California Administrative Code, Title 24.
- B. National Electrical Code, latest edition.

II. POLICY:

Extension cords and multiple outlet strips supply electricity, on a temporary basis, when the existing electrical wall receptacles (outlets) are not available (i.e., fully utilized or not accessible within 12 feet of connector). In order to ensure personnel and structural safety associated with the use of extended electrical service devices, the following electrical safety standards apply to all departments and units of the UCSB campus, including vendors, contractors, or other entities occupying University property.

A. Extension Cords:

- 1. Cords shall not be used as substitute for fixed wiring of the building.
- 2. Extension cords are permitted only with portable appliances on fixtures, and must be in accordance with the following:
 - a. Each cord shall be twelve (12) feet maximum, be plugged directly into a wall receptacle, and shall service only one appliance or fixture. Note: When Central Stores receives a request for an extension cord longer than 12 feet, Central Stores will notify the Campus Fire Marshal, who will contact the person submitting the request to determine proper usage.
 - b. The cord shall be maintained in good condition without splices, deterioration or damage.
 - c. The cord shall be of the grounded variety when servicing grounded appliances or fixtures.
 - d. Cords placed where they may be damaged by foot or wheel traffic must be protected with a Cord Guard.
- 3. Extension cords shall not be affixed to building structures, nor extend through walls,
- 4. Extension cords shall not be connected to multiple outlet strips, ceilings, floors, under doors or under floor coverings.

B. Multiple Outlet Strips:

1. Must be equipped with a Circuit Breaker (fuses are not acceptable).
2. Length of cord shall be six (6) feet maximum and be plugged directly into a wall receptacle. Multiple outlet strips shall not be connected to each other.
3. May only be used for appliances that draw 200 watts or less per plug: Approved: typewriters, computer terminals, erasers, calculators. Not approved: coffee pots, electric heaters, copying machines.
4. Multiple outlet strips and connecting cords, where exposed to damage by foot or wheel traffic, shall be off the floor and attached to desks, etc., or protected with a Cord Guard.

C. Cube Taps:

1. Plug and outlet must be "U"-grounded.
2. Must be plugged directly into a wall receptacle. Cube taps shall not be connected to extension cords nor multiple outlet strips.
3. Three(3) outlet unit maximum permitted.

D. Ground-Fault Circuit Interrupters:

A G.F.C.I. must be installed on all electrical outlets when installed within six feet of any water source (sink, fountain), when installed outdoors, or when installed in any wet environment.

E. New Wall Outlet Requirements:

New walls, office partitions, and modular furniture are required to be installed and supplied with active electrical outlets, spaced a minimum of one outlet every 12 feet including corners. If personal computers are to be installed in the area, it is recommended that special isolated circuit and grounded computer power outlets be installed.

For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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