

## Fire Safety Checklist for Offices and Workspaces:

- Check your usage of electrical cords: (*this was the number 1 most common violation during recent inspections*)
  - **Space Heaters, Refrigerators, Microwaves and Toaster** ovens must be plugged directly into the wall outlets
  - Extension cords must be plugged directly into an outlet, not into another extension cord or power strip
  - Make sure outlets are not overloaded
  - If you are not sure if a circuit is overloaded, or if you need additional electrical service, contact Physical Plant
  - Report all damaged cords on electrical equipment to your supervisor or Physical Plant
  - Don't use household type extension cords on campus, they are usually not adequate to carry the load
- Keep exits, exit pathways and all emergency equipment clear and unobstructed
- Materials should not be stored in stairwells; materials cannot be stacked any closer than 24 inches to the ceiling.
- Do not store furnishings/materials in basement hallways, electrical or mechanical rooms – call Physical Plant to have unneeded materials/furnishings properly stored or disposal.
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