

## **Electrical Extension Cord Policy**

### **Basic Guidelines for the appropriate use of Extension Cords**

- ◆ Cords must be properly approved (by Underwriters Lab)
- ◆ Approved cords must be for temporary use only (no more than 90 days)
- ◆ Extension cords may be used for remodeling and maintenance repair
- ◆ It is permissible to use extension cords to light holiday decorations
- ◆ Extension cords should be sufficient for the use and sized appropriately
- ◆ All extension cords must have a ground (round or u shape prong)
- ◆ While using extension ensure there are no trip hazards
- ◆ Must use a minimum of 16 gauge wire, but review your use as you may need a different gauge wire
- ◆ Multi Plug Surge protectors are authorized for use but must be plugged directly into an outlet
- ◆ GFI protected extension cords must be used in wet or damp locations

### **What not to do when using an extension cord:**

- ◆ Never remove plug from socket by pulling the cord
- ◆ Do not use extension cords that are frayed or cracked
- ◆ Do not daisy chain extension cords together
- ◆ Ensure you have no trip hazards