

Title: Electrical Extension Cords Procedure

Effective Date: November 2005

Revision Date: January 11, 2017

Issuing Authority: VP, Facilities and Construction Management

Responsible Officer: Director Environmental Health and Safety

#### **PURPOSE OF THE PROCEDURE**

To minimize the possibility of electrical shock, electrocution or fire resulting from the use of inadequate current bearing wiring and comply with NYC codes.

#### **SCOPE OF THIS PROCEDURE**

To minimize the possibility of electrical shock, electrocution or fire resulting from the use of inadequate current bearing wiring and comply with NYC codes.

#### **WHO NEEDS TO KNOW THIS PROCEDURE**

All New York University academic, commercial and residential facilities.

#### **PROCEDURES FOR IMPLEMENTATION**

## **UNIVERSITY PROCEDURE**

### **[New York University prohibits the use of electrical extension cords in all areas.](#)**

1. Where the need for additional electrical receptacles exists, the appropriate departmental representative shall request the installation of additional receptacles through the building management office.
2. "Surge protectors" with internal circuit breaker protection and an Underwriters Laboratory (UL) listing, having a three-prong plug and three-conductor cord, are not extension cords for the purposes of this procedure and thus are exempt from the provisions of paragraph 1.0.
3. The connection of an extension cord to a "surge protector" is prohibited.
4. Each "surge protector" shall be plugged directly into an electrical receptacle. Connecting "surge protectors" in series is prohibited.
5. "Surge protectors" shall not be used for amperages in excess of the manufacture's recommendation for that particular surge protector.
6. For additional information on electrical safety, reference Fire Prevention Procedures.

## Exceptions

1. Exceptions to this procedure must be approved in writing by the Director of Environmental Health and Safety.
2. Electrical extension cords supplied with audiovisual equipment provided by Campus Media may be used without the written consent of the Director of Environmental Health and Safety, provided that they are plugged directly into an electrical receptacle

## **RELATED POLICIES**

NYU Environmental Health and Safety Policy

## **RELEVANT RESOURCES**