

Central Virginia Community College Policies  
II - General Administrative Policies  
Electrical Safety



Policy #:	CVCC0037
Effective:	__/__/__
Revised:	11/14/2022
Responsible Dept.:	Facilities
Other Policy References:	NA

### General Policies

Contact Facilities to report any faulty/damaged/non-working electrical devices such as switches, receptacles, wall plates, conduit, or lights.

Contact Facilities to reset any tripped breakers or to report power loss.

If you see something, say something. If you see anything that looks unsafe such as a broken switch, or blackened receptacle, exposed wiring or other unsafe issues, please contact Facilities to check it out as soon as possible.

### Extension Cords

Extension cords and electrical appliance wiring shall be maintained in good repair and must bear the Underwriter Laboratory (UL) label or meet standards of the National Fire Protection Association Code 70. Only UL Labeled 3 pronged, grounded multi-outlet strips or surge protectors may be used to extend circuits.

All electric cords shall be properly grounded when in use. Under no circumstances shall any extension cord or electrical cord be spliced.

Plugging together multiple extension cords to supply power to one area is prohibited. Select a UL listed surge protector or multi-outlet strip that is the proper length to reach the area you are trying to provide power for, your department can order one if you do not have one that is long enough.

“Christmas Tree” type 2 wire cords are prohibited for permanent usage.

### Appliances

Only appliances bearing the UL label shall be connected to the electrical circuit. Appliances that are deemed unsafe shall be reported and removed.

Hot plates, coffee pots, electric irons, and other heating equipment shall be placed on noncombustible surfaces. The appliances will not be closer than 18 inches to any combustible wall unless the surface of the wall is shielded by a metal or noncombustible substance. If an extension cord is needed to plug something in, make sure it is rated and labeled properly for appliance use.