



## Memorandum

### **DAS Electrical and Fire Safety Practices**

The following is a reminder list of electrical and fire safety practices for all occupants of DAS owned managed or leased properties. If occupants of DAS owned or managed properties have any questions, they should refer to their building's Tenant Manual or contact the building property manager or superintendent. If occupants of leased properties have any questions, they should contact their Agency's facilities or operations department in the central office.

1. For proper electrical installation of departmental microwaves, coffee pots, refrigerators, portable heaters, etc., contact the property manager or building superintendent if in a DAS owned or managed property or the facilities/operations departments at Agency central offices if in a DAS leased property.
2. No hotplates, cup warmers, microwaves, toasters, coffee pots or similar devices in workstations.
3. Extension cords must not be used in lieu of permanent wiring.
4. DAS Facilities Management recommends surge protectors that comply with the attached, to be used when connecting computer equipment.
5. Power strips and surge protections must not be overloaded. Power strips are not designed for high power loads such as space heaters, refrigerators, and microwave ovens.
6. Use and type of all portable heaters in office space must comply with the published "Portable Space Heater Use" policy.
7. All small electrical appliances (small fans, radios, clocks) must be UL or FM approved, have no visible damage, be plugged into a proper power supply and turned off or unplugged after hours.
8. No unsafe cooking practices allowed (i.e. hot plates, coffee pots, dirty toaster ovens, or steno) placed on or near combustible items.
9. Use of holiday decorations must comply with the published "Holiday Decorations" policy and any electrical decorations turned off after hours.

### **DAS Recommended Power Strips with Surge Protection for Desk Top Computers**

1. All surge protectors shall conform to Underwriters Laboratories (UL) 1449 latest edition.
2. All transient voltage surge suppressors shall have a clamping voltage of 330 volts.
3. The energy absorption/dissipation rating shall be a minimum of 400 joules.
4. The surge protector shall have a response time of less than one nanosecond.
5. The surge protector shall have a light that indicates the protection components are functioning.
6. The power strip shall have an integral re-settable circuit breaker.
7. The power strip enclosure shall be metal or fire resistant plastic (metal preferred).
8. The power strip shall have a minimum cord rating of 15 amps (14/3 gauge wire size with grounded plug) and a six foot minimum cord length.