STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

James T. Fleming
Commissioner

MEMORANDUM

To: Occupants of DPW Owned or Managed Properties

From: Jonathan P. Holmes, DPW Deputy Commissioner

Date: June 11, 2007

Subject: Electrical and Fire Safety

The following is a "reminder list" of electrical and fire safety practices for all occupants of DPW owned and managed properties. If you have any questions, please refer to your building's Tenant Manual or contact your building property manager or superintendent.

1. Contact your property manager or building supervisor for proper electrical installation of departmental microwaves, coffee pots, refrigerators, portable heaters etc.

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. DPW Facilities Management recommends surge protectors be used when connecting computer equipment in compliance with the specifications attached.

5. Power strips and surge protectors 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 attached DPW Memorandum.

7. All small electrical appliances (small fans, radios, clocks) in use 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 sterno placed on or near combustible items).

9. Use of holiday decorations must comply with the attached DPW guidelines. Please make sure all electrical decorations are turned off after hours.

DPW RECOMMENDED POWER STRIPS WITH SURGE PROTECTION FOR DESKTOP COMPUTERS 12/06

A. All surge protectors shall conform to Underwriters Laboratories (UL) 1449, latest edition.

B. All transient voltage surge suppressors shall have a clamping voltage of 330 volts.

C. The energy absorption/dissipation rating shall be a minimum of 400 joules.

D. The surge protector shall have a response time of less than one nanosecond.

E. The surge protector shall have a light that indicates that the protection components are functioning.

F. The power strip shall have an integral re-settable circuit breaker.

G. The power strip enclosure shall be metal or fire resistant plastic (metal preferred).

H. The power strip shall have a minimum cord rating of 15 amps (14/3 gauge wire size with a grounded plug) and a six foot minimum cord length.

Portable Space Heater Use

Environmental, Health & Safety Policy

Issued by D. Arute 11/4/02

1. DPW Facilities Management does not provide portable space heaters and generally discourages their use because of significant fire hazards and/or shock hazards and additional energy consumption they can present.

2. DPW Facilities Management ***may, however, permit the use of electric space heaters on a case by case basis,*** as long as the property manager reviews location to be used and concurs with the need for their use in order to provide reasonable individual comfort to the building's occupant(s). A property manager should first attempt to rectify any heating problems by correcting or improving the mechanical systems involved or, by working with the agency to relocate an individual if the problem could be resolved in that manner.

3. A property manager has full authorization to eliminate the use of any portable electric unit unless the *user* fully understands and complies with all of the following:

• Only UL (Underwriters Laboratory) or FM (Factory Mutual) rated portable electric heaters will be allowed for use when and if approved. Heater should be properly marked and safety tag or marking visible.

• Users must strictly adhere to all manufacturer's instructions for proper and safe use along with required operational or preventative maintenance. Users must read fully and become familiar with the manufacturer's instruction booklet and have it available for review by the property manager.

• Use of extension cords with portable heaters should be avoided. Electrical space heaters should be plugged directly into an electrical outlet. If an extension cord must be used with the space heater, consult the manufacturer's instructions and/or operator's manual to ensure that the extension cord is of the correct wire gauge size, ...etc. for the type of space heater. (Extension cord must be UL or FM approved with tag/marking visible) Both the heater's plug and cord, and the extension cord should be regularly inspected for excessive wear. Note: extension cords may only be used on a temporary basis.

• Space heaters approved for use by property management should be equipped with "safety features" including safety cut off switches, element guards, and on/off indicator lights, among other features.

• Location of space heaters, should be at least three feet from combustibles, placed on floors and never located on furniture where they may fall, causing possible damage to the heater components. Follow the manufacture's instructions when locating and placing a portable electric space heater into service. Never attempt to replace parts or repair an electric space heater. Again, the manufacture's recommended procedure for repairs etc...should be always adhered to without exception.

• Always turn off (unplug) portable electric space heaters when leaving the area for an extended time period. Never leave an electric portable space heater on while left unattended for an excessive period.

• And never use portable electric space heaters in wet, or moist places (including bathrooms) unless the type of heater is designed and certified for that purpose.

• Do not hide cords under rugs or carpet, in case the cord overheats. And whenever possible electric portable space heaters should be plugged into outlets protected by ground fault circuit interrupter (GFCI). If the electric portable space heater repeatedly "trips" the GFCI, it should be checked by a qualified service center before being placed back in use.

• Portable electric space heaters should not be used in areas where young children would have access (supervised or unsupervised) since, severe burns, electric shock, or fire ignition may occur if they either come in direct contact with the heater's element – heating coil, protective guard, plug or cord.

Issued 12/12/01
Author: J. Brown

Memorandum

12/12/01

To: DPW Property Managers, Building Superintendents

From: Manuel Becerra, DPW Facilities Administrator

Subject: Holiday Decorations at CT DPW Properties

In an effort to ensure compliance with the life safety code, please adhere to and enforce the following fire safety policies regarding holiday decorations:

1. **No live trees, wreathes, garlands.**
2. **No uncontrolled extension cord usage (must be less than 6 feet and in good condition-no cracks/not frayed etc.).**
3. **No lit candles.**
4. **Limited use of electrical decorations such as lights in centralized areas is permissible however they must be turned off when left unattended. Use of electrical decorations in individual cubicles is strongly discouraged.**
5. **All decorations should be flame resistant, flame-retardant or non-combustible materials. In addition, electrical lighting should not be used with metallic decorations.**
6. **Any electrical extension cords and electrical decorations (i.e. lights) in use must be in good condition, UL approved or bear the name of an independent testing lab and used in accordance with manufacturer's instructions.**

cc: George Niles, Kevin Dempsey, Donna Baisley