



## Environmental Health and Safety

### Guidelines for Extension Cord Use

Extension cords are only to be used for temporary purposes. They do not replace the need for installation of outlets and proper wiring where necessary.

These guidelines should be used by faculty, staff and students to ensure that the extension cords in use do not violate good safety practices or fire codes. The National Electric Code (NEC) is the primary document that provides guidance in the use of extension cords. These guidelines are based on the

#### In dormitories and office settings:

1. Extension cords which have the UL label are approved, so long as the size and use is appropriate.
2. Three-pronged (three conductor) extension cords must be used when connecting electrical items that have three pronged plugins.
3. Extension cords must not be run under rugs, mattresses, through doorways or windows, and must be always protected from damage.

#### On maintenance and construction sites:

1. Extension cords with an equipment grounding conductor must be always used.
2. Extension cords must be protected from damage and not run through doorways or windows where the doors or windows may close, causing damage to the cord.
3. Extension cords should not be run through water or allowed to have connections that may be exposed to puddling water.

For any questions email [firesafet@gatech.edu](mailto:firesafet@gatech.edu)