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## **Appendix A: Prohibited Items**

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The following items are prohibited in all residence halls and may be restricted in certain academic and administrative buildings:

- A. Candles
- B. Extension cords (except where described below)
- C. Halogenated lamps
- D. Portable heaters
- E. Incense
- F. Flammable liquids
- G. Lanterns and Oil lamps
- H. Charcoal and Charcoal grills
- I. Live holiday decorations
- J. Fireworks and explosives
- K. Weapons
- L. Firearms and ammunition
- M. Cooking devices in rooms not equipped with a kitchen

### **Candles**

The use of candles and open flame is prohibited in all university owned property. Candles caused 3% of reported home fires, 5% of home fire deaths, and 7% of home fire injuries in one recent reporting period. Candles and incense (burned or unburned) found in residence halls during inspections will be confiscated by inspectors and not returned.

### **Extension Cords**

The use of extension cords is prohibited in university-owned or -controlled buildings and facilities except in the following limited situations:

- A. Maintenance staff may use insulated, grounded extension cords for normal maintenance activities, including construction, renovation and related activities.
- B. Custodial staff may use insulated, grounded extension cords as needed to operate cleaning equipment and to perform minor maintenance activities.
- C. Faculty and staff may use insulated, grounded extension cords for use of classroom audio-visual and computer equipment.
- D. Buildings constructed after 2010 that are equipped with AFCI receptacles throughout
- E. When approved by The Office of Health and Safety prior to use.

When wall outlet availability is insufficient, and electrical equipment/appliances are positioned as close to electrical wall outlets as possible, power strips with surge protection shall be used rather than extension cords. Power strips must be used for

the intended purpose, and in accordance with the following use and maintenance procedures:

- A. Power strips and power strip cords shall be kept in good condition, and must be examined on a regular basis for cracks, splits and general wear and tear. Exposed wires, knots, burn marks, loose connections, or other damage may cause fire or electrocution. Damaged devices shall be removed from service and discarded.
- B. Power strip cords will be grounded and listed by the Underwriter's Laboratory and bear the U.L. label.
- C. Power strips must not be used in excess of the manufacturer's rated capacity.
- D. No device (such as a power strip, extension cord, plug extender, multi-plug power strip, 3-prong adaptor, etc.) may be attached to another such device (i.e. "Piggybacked").
- E. Power strip cords shall not be covered by carpeting, clothing, furniture, or other objects that could prevent adequate ventilation, circulation and cord cooling.
- F. Power strip cords shall not be run through any doorway or window opening.
- G. Power strip cords shall not be semi-permanently or permanently fixed in place.

Under no circumstances may extension cords be used in lieu of permanent fixed wiring, and all allowable temporary uses shall be kept to a minimum. During announced and unannounced health and safety inspections, authorized personnel have the authority to confiscate non-surge protected extension cords and wall adaptors. These items will not be returned to students and will be donated to local charities.

### **Plug Locked items**

Certain prohibited items may be plug-locked in lieu of confiscation at the discretion of the Inspector. The following is a list of the most commonly plugged locked items:

- A. Halogen lamps
- B. Space heaters
- C. Cooking equipment

It is the responsibility of the owner to have the item unlocked at the end of the semester or at the earliest opportunity to remove the item from campus. Occupants of residential units with plug locks who fail to arrange for the release of the lock will be charged \$50.00 per lock. In the event that ownership of the item cannot be determined or is in dispute, the fee shall be divided equally among all registered occupants.

### **Tampering with Life Safety Equipment**

Tampering with life safety equipment is not only prohibited by university policy but depending on the offense can be considered as a misdemeanor offense under applicable law. Inspectors who observe evidence of tampering, such as covered

smoke detectors, will notify GW Police Department to complete a report. Occupants will be referred to the student judicial system.