

# DEPAUL UNIVERSITY

---



## Fire Prevention/Electrical Services

**Category:** Operations

**Responsible Department:** Facility Operations

**Responsible Officer:** VP for Facility Operations

**Effective Date:** 1/13/2016

---

### Policy Summary

---

This policy sets a standard for preventing fires by avoiding certain hazards, and it indicates items prohibited by the City of Chicago building code. The policy also explains the required procedures for acquiring new electrical or electronic office equipment.

---

### Scope

---

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

---

### Policy

---

#### **FIRE PREVENTION**

It is important to maintain an awareness of various prospective building hazards in your area! Always: remove clutter; properly dispose of old papers, books, boxes, printouts, etc; keep halls and doorways clear; and properly store volatile or flammable substances in approved containers.

Be particularly aware of electrical hazards! Use of the following items is prohibited by City of Chicago building code: extension cords over six feet in length; toaster ovens; hot plates; electric space heaters; and cord-type surge protectors. In addition, due to reported electrical fires in motors, hover boards are prohibited from being brought into any university buildings.

#### **ELECTRICAL SERVICE**

In considering the acquisition of new electrical or electronic office equipment, you should contact your respective campus Facility Operations Office to conduct a survey of the electrical capacity in the area specified to receive the equipment. This also applies to the relocation of existing equipment.

Some areas do not have sufficient electrical power capacity for upgrade and may require additional or specialized electrical service to be installed. The following information is required in order to complete a survey of electrical services related to your request:

1. The type of equipment to be purchased or relocated
2. Power requirement specifications from the manufacturer
3. Proposed location(s) for the equipment
4. Name of the contact person responsible for the activity.

Once the survey is completed, the contact person or requestor will be notified of the outcome relative to: existing capacities; what, if any, additional work is required; and the estimated cost to complete the work. Once the requesting department has authorized required work to proceed, by way of identifying a funding source, the work will be scheduled to commence in accordance with a mutually agreed to schedule.

Installation requests related to any security devices or equipment (i.e. panic alarms, cameras, etc.) must be submitted to your respective campus Facility Operations Office. Facility Operations will review your request with the Office of Public Safety, who must approve the request prior to it proceeding to next steps. In no case should a department contract for the installation of security devices or equipment on its own.

If you have any questions concerning the above policy, please contact your respective campus Facility Operations Office.

---

## **Procedures**

---

None

---

## **Divisional Collaborations**

---

None

---

## **Contact Information**

---

### **Facility Operations**

Robert Janis, Vice President for Facility Operations

[bjanis@depaul.edu](mailto:bjanis@depaul.edu)

(312) 362-8762

---

## **Appendices**

---

None

---

## **History/Revisions**

---

Origination Date: 5/20/2002

Last Amended Date: 01/13/2016

Next Review Date: N/A