



### OVERLOADING BUILDING ELECTRICAL SYSTEMS

Offices are designed for University business purposes and should only include tools such as: computers, printers, phones, etc. Adding additional appliances can create an electrical load greater than the circuit breakers are designed to handle. Circuit breakers will trip (turn off) when overloaded to prevent circuits from overheating and causing damage or fires. The State of Oregon requires a licensed Journeyman Electrician to investigate the cause of tripped breakers prior to resetting them; the purpose of this requirement is to determine and eliminate the reason for the tripped breaker. If the breakers are tripped too many times, an electrical arc may occur. Electrical arcs have the potential to cause damage or severely burn the person resetting the breaker.

### POTENTIAL HAZARDS AND NEGATIVE EFFECTS:

- Overloading of electrical circuits can lead to fires resulting in property damage and potential injuries.
- Resetting tripped breakers, without investigating why it tripped, can lead to severe injury for employees resetting the breakers.
- The sudden loss of power may result in the interruption of work and lost work. Most circuits feed more than one office space so these effects are not limited to just 1 person or a single space.
- The first time a breaker needs to be reset, Facilities Services will send an electrician to reset your breaker at no cost, evaluate why the breaker tripped, and make a recommendation to the office user. If the breaker is tripping from excessive non-essential items, Facilities will charge the cost of the electrician's time back to your department.

### WHAT TO DO!

- Do not reset tripped breakers, call Work Control (541-346-2319).
- Plug in only necessary office items in office spaces.
- Use designated break areas for appliances such as coffee makers, warming plates, microwaves, refrigerators, etc.
- Surge protectors must be plugged directly into the wall outlet and NEVER into extension cords or other surge protectors.
- If a space heater is used, it must follow the portable space heater guidelines set by the University Fire Marshal.
- Call Work Control (541-346-2319) and request an electrical load evaluation, this service is provided free of charge.



Surge protectors must plug into wall outlets, not other surge protectors!



Kitchen appliances should not be in offices!



Kitchen appliances should be in designated break rooms!