

MEMORANDUM

ATTENTION ALL FACULTY AND STAFF

In order to provide for a safer, healthier, and more comfortable work environment for everyone at Baylor University and due to more stringent fire regulations caused by the large number of fires at educational facilities around the country, the following items will be removed from use at Baylor University for all campus areas:

Portable Space Heaters

Portable Halogen Lamps/Lights

Coffee & Tea Pots in Individual Offices

Any Type of Burning Candles

Extension Cords Used for more than One Week

Extension Cords Attached to Any Heat Source

Extension Cords Crossing Doors, Walkways, or Room Divisions

Use of Three Way Plugs

Running more than One Power Strip in Series

Please help us provide a safer environment for ALL faculty, staff, students, and visitors by complying with these mandated fire codes at Baylor University. Baylor University Department of Public Safety and the Waco Fire Department will enforce these potential code violations. If there are any questions please contact Steve Eskew at the Baylor University Department of Public Safety extension 7468.