

Dormitory Room Inspection Checklist for Overloaded Circuits/Tripped Breakers

Date: _____ Residence Hall Name: _____

Inspector: _____ Room(s) Numbers: _____

Have you reported this breaker before? Y / N If so, when _____

Y / N	Did you check every power cord and outlet for damage (i.e frayed or cut cords, burned or melted outlet covers, staples, grounding pins missing, etc.)
Y / N	Did you ensure there are no cords under carpets or pinched by furniture?
Y / N	Did you ensure there are no daisy chained extension cords?
Y / N	Did you ensure all extension cords are UL approved with breaker/fuse.
Y / N	Did you ensure there are no overloaded extension cords?
Y / N	Did you check for unauthorized appliances ^{1/} .
Y / N	Did you make sure light bulbs are correct wattage for lamps? (All UL-Listed lamps have wattage specifications near the bulb socket to tell you what size bulb is the maximum recommended. If no indication is on the product, do not use a bulb with more than 60 watts.)
Y / N	Did you ask occupants what triggered the power outage? i.e. turned on hair dryer or other electrical device?
	Please write down the triggering device: _____
	<i>Be Sure to Wear Proper Personal Protective Equipment Safety glasses and untreated Natural Fiber Clothing</i>

^{1/} Reminder: Items such as microwave oven, toaster/toaster oven, Torchiere-style halogen lamps, air conditioners, other cooking appliances, such as: sandwich makers, grilling machines, hot plates, slow cookers and crock pots are not allowed in dorm rooms.

IF ALL RESPONSES ARE YES AND A TRIGGERING EVENT HAS BEEN DETERMINED, PROCEED WITH RESETTING THE BREAKER.

If the breaker trips while resetting, or if it trips again
Call Maintenance Immediately x 3200 or 3117 after hours.

After completing the iServiceDesk request - forward this checklist to the Maintenance Operations Office ASAP:

Fax : x3166

or

Mail: Maintenance Operations, Building #12