



*For safety's sake, we recommend that you always make sure that anyone doing electrical work for you is a licensed electrician or registered apprentice.*

## **Residential**

To our friends and neighbors: to help keep your home safe, please follow these guidelines:

### **Inside the House:**

- Plugs that are not secure on a cord should be replaced immediately; plug plates, switch plates and fixture covers should be firmly in place.
- GFCI (grounded) plugs are mandatory for bathrooms, within 6' of a kitchen sink, and for garages and basements.
- Panel covers are required for panel boxes. Circuits should be labeled clearly, and all fuses should match wire size.
- Check for electrical panel for hot spots; if any are found, have them fixed immediately by a union electrical contractor.
- Make sure extension cords are the proper size for load, and only use them for temporary purposes. Do not use them as a permanent power supply, or for an extended period, and keep all extension cords away from water. Extension cords used for power tools should be plugged into a GFCI outlet.
- Do not hang anything on exposed wires; do not store items or walk on exposed wires.
- Do not store flammable materials next to lights.
- Check and clean smoke detectors monthly. If you do not have smoke detectors, it is recommended that you purchase and install them immediately, according to local building codes. If the units you have are more than 10 years old, manufacturers recommend replacing them.
- Any and all bare wires should be replaced immediately.

### **Outside the House:**

- Check your meter's service cable; make sure there are no holes in the outer cover from weather wear or physical damage.
- Make sure the service cable is sealed properly where it enters the house; look for and correct water damage or leaks; water in either the service box or panel can cause corrosion, destroy fuses, and/or create outages.

## **Retail/Commercial**

To our friends and neighbors: to help keep your business safe, please follow the these guidelines:

- Test your emergency & exit lights for at least five minutes each month.
- Check all interior lights weekly for customer and employee safety.
- Check exterior lights on the building and/or in parking areas weekly for customer and employee safety.
- Adjust indoor and outdoor timers according to the season.
- Check and make sure all lighted signs are working properly; they are billboards for your business.
- Test all GFCI outlets monthly.
- Avoid using extension cords as outlets; add outlets as needed.
- Make sure the electrical panel is clearly and accurately marked, showing circuit allocation. This will help if power needs to be shut off to a given area in an emergency or when even minor repairs need to be done.