

POLICY

2014

5655

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Non-Instructional/Business Operations

SUBJECT: USE OF SMALL APPLIANCES

General Prohibition Against Use of Small Appliances

Except as set forth below, small appliances (including, without limitation, coffee makers, microwaves, toaster ovens, refrigerators, space heaters, and air conditioners) shall not be used in District buildings. Any small appliance being used in a classroom, office, or other area in violation of this policy shall be subject to removal by the Director of Facilities III or his/her designee.

Exceptions to General Prohibition

Use in Designated Common Areas: Small appliances may be used in faculty and staff lounges and other common areas of District buildings that are reserved for use by employees. The Director of Facilities III shall designate the common area(s) in each building where small appliances may be used and shall approve each of the appliances to be located in such areas. Any appliance that is located in a designated common area in accordance with this policy shall be emptied and unplugged during any extended vacation or other period in which the common area will not be regularly used for one (1) week or more.

Use for Instructional, Medical, and Other Approved Purposes: Small appliances may be used outside of designated common areas for instructional/curricular, medical, or other purposes with the prior approval of the Director of Facilities III.

Use of District-Approved Space Heaters and Fans: The District may permit the use of portable space heaters in areas where central heating systems are deemed inadequate. The use of fans also may be permitted to provide relief from extreme heat. Any portable space heater or fan to be used in a District building must be inspected and approved by the Director of Facilities III or his/her designee prior to first use.

Use of Extension Cords and Surge Protectors

Extension cords and surge protectors are provided by the District to power computers and related equipment (monitors, printers, scanners, etc.) and are not designed for use with small appliances. Accordingly, all small appliances being used in District buildings must be connected directly to a grounded electrical outlet.

Adopted: 8/27/14