



Personal and Small Appliances Policy

Purpose

This policy establishes clear guidelines for the use of personal and small electrical appliances within district facilities to ensure a safe, compliant, and well-regulated working environment. It supports adherence to the International Fire Code and our insurance safety requirements.

This policy applies to all employees, contractors, and visitors in school sites, classrooms, and storage areas.

Usage Restrictions

The use of personal or small appliances, including but not limited to coffee makers, refrigerators, microwaves, and toaster ovens, is prohibited in:

- Individual offices
- Workrooms
- Classrooms
- Storage areas

These appliances are only permitted in designated break rooms equipped for safe operation.

Rationale

4.1 International Fire Code Compliance

Most office and classroom electrical circuits are designed for low-amperage devices such as computers and monitors. High-wattage appliances can overload circuits, creating a significant risk of electrical fire.

4.2 Insurance Policy Requirements

Our liability and property insurance agreements require that heat-producing or high-draw appliances be centralized in areas with proper ventilation, dedicated circuits, and fire-suppression systems. Use of these appliances outside designated areas may jeopardize coverage in the event of an incident.

Guidelines for Permitted Areas

When using appliances in designated break rooms, employees must adhere to the following:

- Plug appliances directly into a wall outlet; extension cords and power strips may not be used.
- Turn off coffee makers and other heating elements before leaving for the day.
- Report frayed cords, damaged plugs, or malfunctioning equipment to Facilities immediately.

Compliance

Failure to follow this policy may result in removal of unauthorized appliances and corrective action as outlined in district procedures.