

PROCEDURES FOR APPLIANCES IN THE WORKPLACE**PURPOSE**

This document sets the procedure for evaluation, acquisition, and installation of approved appliances at Monroe County Community College (MCCC) workplace facilities. This document also provides standards for employee-furnished or MCCC-approved appliances in the workplace. This policy applies to all MCCC workplaces.

DEFINITION

- A. Appliance refers to any item** that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices, other than general electronics such as personal computers (PC's), monitors, printers, and related technology items.
- B. MCCC workplace** is a MCCC office or facility that is operated by MCCC for MCCC employees, students and visitors.
- C. Employee-furnished appliances** are devices brought into the MCCC workplace by employees, such as coffee pots, radios, lamps, clocks, refrigerators, fans, etc. (**Note:** Not all appliances are acceptable for installation.)
- D. MCCC-furnished appliances** include shared appliances (such as refrigerators, microwaves, and coffee services), personal appliances (such as space heaters or task lights), and special accommodations that are provided by the College and approved by the Physical Plant.

RESPONSIBILITIES

- A. The Physical Plant is responsible for providing a safe physical environment** for all employees and for the review and approval of both MCCC and employee-furnished appliances.
- B. The Physical Plant** may require the removal of unauthorized appliances, subject to these responsibilities and procedural guidelines.
- C. Employees** must acquire their supervisor's permission in advance of installation for any appliance they bring into the workplace. Employees who have unauthorized appliances will be asked to remove them from the MCCC facility.

PROCEDURE

- A.** All MCCC-furnished and employee-furnished appliances are subject to review by the Physical Plant.
- B.** Appliances, associated connections, power extension cords, and power strips must always meet Underwriters Laboratories (UL) safety certification. Appliances, power extension cords and power strips must be suitably installed for the locations and service intended. Space heaters shall not be used with extension cords. Extension cords may only be used for a temporary, immediate use while the user is present. When utilized on a temporary basis, extension cords must meet the following criteria: maximum of 6-8 feet in length and a minimum of 12 gauge wire, with grounding plug (3rd prong) Residential type, light duty extension cords are not allowed to be used at any time. Extension cords and power strips cannot be used in tandem.
- C.** Appliances, both MCCC and employee-furnished, must conform to DOE Energy Star® environmental standards whenever possible.
- D.** Evaluation of requests for MCCC-furnished shared appliances (refrigerators, microwaves, and shared coffee services for designated refreshment areas) will be situation specific.

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- E.** For MCCC-furnished appliances the requestor's Supervisor reviews and evaluates the request for an appliance based on business need, cost, budget and space allowance, as well as fire, electrical, safety, and building requirements, and prepares a brief justification. The Physical Plant provides guidance regarding the appropriateness of any appliance in question. If approved by the Supervisor, the request (justification and Purchase Request) for MCCC-furnished appliances should be sent to the Physical Plant. The Physical Plant will use the principles of employee health and safety, and energy efficiency to determine if appliances meet the criteria. If a request is denied, the Physical Plant will provide the rationale and will indicate if any alternatives are available.
- F.** MCCC-furnished appliances may include approved space heaters. Installation of these appliances is generally not approved until all other adjustments to the physical work environment have been attempted by the Physical Plant. The Physical Plant may also evaluate the use of an appliance after installation.
- G.** Small personal appliances shall not cause interference with fire alarm and sprinkler systems, lighting or building power and shall not pose potential disruptions to the workplace from noise pollution or possible odors.
- H.** Appliances in Category 3 of the attached table are not approved for installation in the MCCC workplace. These Items have the potential to pose significant safety hazards.. Cumulative use of these items may cause overload on certain building electrical systems and trigger outages. Any exception based on medical reasons for placement of unauthorized appliances must meet the standard evaluation process for reasonable accommodation
- I.** **No open flames shall be permitted in College facilities at any time, except in approved laboratory environments**

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TABLE OF APPLIANCES

Category 1: MCCC-Furnished Appliances (Requires approval of the Supervisor and the Physical Plant)	
Type of Appliance	General Criteria/Issues
Coffee Services	MCCC-furnished services must be approved by the Director of Purchasing & Auxiliary Services. Employee-furnished appliances may include coffee pots installed in designated common areas or break rooms.
Space Heaters	Installed if the Physical Plant Hot/Cold inspections warrant. Issue based on case-by-case assessment. (Note: Heaters and fans may interfere with HVAC balance or create overloaded circuits and are not recommended due to high-energy demand and risk of fire.)
Refrigerators/Microwaves	Approval for designated common areas
Task Lights	May be approved if workstation adjustments are inadequate to serve need.
Power Strips	Shall be purchased and installed for appropriate use only.

Appliances must meet UL (Underwriters Laboratories) Certification, and Energy Star® Standards

Category 2: Employee-Furnished Appliances (Supervisor Approved)	
Type of Appliance	General Criteria/Issues
Clocks	
Lamps	Should be turned off when not in use
Fans	Personal sized fans (8" or less blade diameter) are permitted in offices and workstations (cubicles) and must be plugged into regular wall outlets, cubicle baseboard outlets, power strips or surge suppressers. Fans shall be rated for not more than 50Watts at 120 VAC.
Radios	Should be turned off when not in use
Small Refrigerators	Refrigerators should not exceed 6 cubic feet
Coffee Pots	Coffee pots shall have an auto shut-off and shall not have an exposed heating surface
Other	Must be approved by Physical Plant before being brought into the workplace.

Appliances must meet UL (Underwriters Laboratories) Certification, and Energy Star® Standards

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Category 3: Appliances <u>Not Approved</u> for Personal Use in MCCC Facilities	
Aquariums/Fish Tanks	Water Fountains
Space Heaters	Microwaves, Toasters and Toaster Ovens
Appliances with Exposed Heating Surfaces, including (but not limited to): <ul style="list-style-type: none"> - Griddles - Hot Plates - Coffee Pots with exposed heating surfaces or without an auto shut-off 	Pop-Corn Makers
No Open Flames are permitted on campus except in approved laboratory environments	Other: Check with the Physical Plant regarding any and all other electrical devices before bringing into the workplace