



Policy Number: 600.13

Policy Title: Appliances

Subject: Section 600 – Physical Plant

Date Adopted: March 4, 2014

Date(s) Revised:

Approved by:

A handwritten signature in black ink, appearing to read "D. Bingham", is written over a horizontal line.

Daniel J. Bingham
Dean/CEO
Helena College University of Montana

POLICY STATEMENT:

Helena College restricts the use of personal electrical equipment. Appliances that pose a potential threat to the facility and its occupants or consume excessive amounts of electricity may not be used in Helena College facilities.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

PROCEDURES:

Personal electrical equipment and appliances that pose a potential threat to the facility and its occupants or consume excessive amounts of electricity may not be used in Helena College facilities. Restrictions on the use of various personal electric appliances in offices and cubicles shall be as listed below and shall be monitored by all Helena College faculty and staff.

- **Hot plates, Toasters, Toaster Ovens, Grilles and Microwaves** – may not be used in a private offices or workstations (cubicles). Such devices may be used only in a properly equipped and approved break area or designated kitchenette space. Devices must be plugged into regular wall outlets only.
- **Coffee Makers** – coffee makers which are equipped with a heating element to keep coffee or other liquids warm, may not be used in a private office or workstation (cubicle). Coffee makers may be used only in a properly equipped and approved break area or designated kitchenette space.
- **Refrigerators** – Non-educational use refrigerators must be located in a properly equipped and approved break area or designated kitchenette space. All refrigerators must have a ‘UL Approved’ label. All refrigerators regardless of size are prohibited in offices and cubicles.
- **Radio/music players** – Radios and other music players are permitted for use by employees in their offices or workstations and must be plugged into regular wall outlets, cubicle baseboard outlets, power strips or surge suppressers. Such devices must be operated in a manner that does not interfere with the ability of the employee or others to conduct their normal daily duties.
- **Personal Fans** – Personal sized fans are permitted in offices and workstations, and must be plugged into regular wall outlets, cubicle baseboard outlets, power strips or surge suppressers.
- **Extension Cords** – with the exception of ‘power strips’ or ‘surge suppressor strips’ which are equipped with their own internal circuit breakers, extension cords may only be used on a temporary basis. Use of extension cords on a regular or permanent basis is a violation of the State Fire Code. 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: minimum of four feet in length and a minimum of 12 gauge wire. Residential type, light duty extension cords are not allowed to be used at any time in a Helena College building. Extension cords and power strips cannot be used in tandem.

RESPONSIBILITIES:

Upon request, facility staff will inspect electrical devices in accordance with these policies, approve those devices which are acceptable for use and notify the appropriate person of any/all violations that come to the attention of the facility staff. When necessary, the Director of Facilities may prohibit the use of any or all personal electrical devices in specific areas or on circuits which are loaded to capacity by the College’s office equipment.

Enforcement of this policy is the responsibility of all department supervisors. Facilities staff will report unauthorized space heaters and other appliances discovered in the course of their work. The supervisor, chair, dean or director that is responsible for the area will be notified, and will be responsible to ensure its removal. Any devices considered being outside the guidelines of this policy, or which have not been approved as acceptable for use by Helena College Leadership, or that present a potential hazard to the facility or its occupants *will be removed immediately and without any prior notice to the owner* by facility personnel.