

PERSONAL ELECTRICAL APPLIANCES AND EQUIPMENT

NUMBER: GSD-OPF-FMS-12	EFFECTIVE DATE: September 1, 2008	APPROVAL: Facility Management Administrator
REVISED DATE: October 10, 2008	REFERENCES: Ohio Building & Fire Code Regulations	

- I. **PURPOSE:** To provide direction in the use of various personal electrical appliances and equipment in GSD managed facilities in an effort to continue to provide and maintain a safe working environment for employees and occupants. This policy affects all GSD-managed facilities including, but not limited to: 246 N. High Street, 35 East Chestnut Street, 25 South Front Street, 4200 Surface Road, and 1320 Arthur E. Adams Drive.

- II. **POLICY:** It is the policy of the GSD Office of Properties & Facilities, Facility Management Section to provide and maintain a safe working environment for DAS employees and other agency occupants in GSD-managed facilities. For this reason, 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 GSD-managed facilities.

- III. **PROCEDURE:**

Restrictions on the use of various personal electric appliances in offices and cubicles shall be as listed below and shall be monitored by the Facility Manager or their designee, and Security Services staff.

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 GSD building. Extension cords and power strips cannot be used in tandem.

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 hot plate to keep coffee 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. With the approval of the Facility Manager as evidenced by an ‘approved-for-use-tag’, personal coffee makers (four cups or less) that do **not** incorporate a hot plate may be used in a private office or workstation.

Space Heaters – portable electric space heaters of any type or design can create significant fire hazards and consume excessive amounts of electricity, and for those reasons are **prohibited** in all GSD managed facilities.

Refrigerators – Refrigerators must be located in a properly equipped and approved break area or designated kitchenette space. All refrigerators must have a ‘UL Approved’ label and must also have an ‘approved for use’ tag from the Facility Manager. Refrigerators must be plugged into regular wall outlets only. All refrigerators regardless of size are prohibited in offices and cubicles.

Christmas/Holiday Lights – Electric Christmas/Holiday lights of any type shall not be permitted in a private office or workstation (cubicle). Low-voltage battery powered lights will be permitted. **No open flames shall be permitted in the facility at any time.**

Radios/CD players – Radios and C/D 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.

Personal 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

Facility Manager’s Responsibilities:

Upon request, inspect electrical devices in accordance with these policies, approve & tag 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 Facility Manager may prohibit the use of any or all personal electrical devices in specific areas or on circuits which are loaded to capacity by the State’s office equipment. Any devices considered to be outside the guidelines of this policy, or which have not been approved & tagged as acceptable for use by the Facility Manager, 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 management or security personnel. A receipt for the device will be left in a conspicuous place to notify the owner of the removal and where the device can be claimed by the owner for removal from the facility. Equipment which has been removed may be claimed by the owner for a period of 30 days. Items unclaimed for more than 30 days will be sent to State & Federal Surplus Sales.

Occupant Agency/Office Responsibilities:

Actively enforce compliance with these policies. Any repairs of damage to GSD property, which is a result of the use, operation, or malfunction of any personal electrical device, whether previously approved by the Facility Manager or not, will become the financial responsibility of the occupying state agency or office which employs the owner of that device. Occupant Agencies should contact the GSD Facility Manager to arrange for the establishment & construction of suitably equipped break & meal areas for their employees. The cost of such requested work will be the responsibility of the Occupant Agency and all work must be performed by GSD Skilled Trades personnel.