

*Adopted: January, 2004*

*Revised: 2007, 2010, 2013*

## **816 USE OF ELECTRICAL/ELECTRONIC DEVICES IN DISTRICT FACILITIES**

### **I. PURPOSE**

The purpose of this policy is to provide general guidelines for the use of electrical and/or electronic devices. The purpose of this policy is fourfold:

1. Protect the students, staff, and district guests from the risk of injury or death due to electrocution or fire.
2. Protect the building and the physical contents from damage or destruction due to fire.
3. Reduce electrical usage by limiting the number and types of non-educational electrical devices.
4. Comply with federal, state, and local fire and life safety regulations.

### **II. GENERAL STATEMENT OF POLICY**

The Board of Education recognizes that the safety of building occupants is paramount and that the physical plant represents a significant, long term investment for the taxpayers of the district and must be protected. Using devices that do not conform to fire and life safety regulations also places the District at risk of financial penalties from agencies such as the Occupational Health and Safety Administration (OSHA).

The Board further recognizes that usage of non-educational electrical devices represent a significant operational cost to the District by increased electrical consumption.

### **III. SPECIFIC LIMITATIONS**

Non-district purchased electrical devices, to include but not limited to, refrigerators, coffee makers, microwaves, lights, space heaters, air purifiers, aquariums, electric pencil sharpeners, radios, etc., are prohibited.

Exceptions to these limitations are:

1. Refrigerators, coffee makers, and microwaves for the shared use of employees that are located in common areas. These items must be approved for use in commercial settings and be Underwriter's Laboratory (UL) approved.
2. Devices that are for a validated curricular purpose will be approved provided that they meet the minimum fire and electrical code requirements. Final determination of a valid curricular purpose rests with the Director of Teaching and Learning.
3. Refrigerators and microwaves used for science must be labeled "Not for Food Use" and only be used in a manner consistent with the label.
4. Only one electric pencil sharpener per classroom will be permitted.

5. Only one personal stereo/radio per classroom will be permitted.
6. Desk lamps will only be permitted if they are for the sole purpose of providing task lighting for performing a job function. Desk/table lamps for decoration will not be permitted.
7. Seasonal decorative lighting is permitted provided that it is not plugged in overnight, does not present a trip hazard, and is removed at the end of the season.

#### **IV. CORDS**

Improper use or poorly maintained cords present a significant risk to people and property. No electrical device will be used if:

1. The third prong (ground) is missing from a cord that was originally equipped.
2. The cord has been damaged so that the outer insulation jacket has been compromised to a point that the insulation on any wire or the wire itself is exposed. Minor abrasions of the outer insulation jacket may be repaired by tape.
3. The cord is routed through holes in walls, ceilings, floors, doorways, windows, or similar openings.
4. The cord is concealed behind building walls, ceilings, floors, carpeting, or rugs.
5. When the routing of the cord, to include all phone and data cords, presents a trip hazard. It is recognized that some circumstances cannot be avoided, such as having an overhead projector in front of the room. When the electrical device is not in use the trip hazard must be removed.

Extension cords can only be used temporarily and must be unplugged when the device is not in use. Audio/visual carts with outlet strips and other outlet strips are classified as extension cords and may only be plugged in when in use. Outlet strips and surge protectors may look similar but unless the device is rated as a surge protector, it is treated as an extension cord.

Surge protectors are not classified as extension cords since the purpose of these devices is to prevent the transient voltage irregularities from damaging electronic devices. Surge protectors may be left plugged in. However, surge protectors may not be “daisy-chained” whereas one surge protector is plugged into another.

If it is determined that the permanent fixed wiring is not capable to support the educational requirements, the District, to every extent either physically or financially practical, will make the necessary upgrades.

#### **V. PENALTIES**

An employee violating this policy will be given notice to rectify the situation within 24 hours or disciplinary action will be taken. Employees who create the unsafe condition will be held personally responsible to pay any fines levied by agencies such as OSHA.

<b><i>Legal References:</i></b>	National Electrical Code National Fire Protection Act 29 CFR Parts 1901.1 through 1910.1000
<b><i>Cross References:</i></b>	Policy 812 – Safety and Loss Control