

**PALM BEACH STATE COLLEGE
HOUSEHOLD ELECTRICAL APPLIANCE PROCEDURE**

To comply with applicable provisions of the National Electric Code and State Requirements for Educational Facilities and to promote overall fire safety, household electrical appliances, e.g., refrigerators, microwave ovens, coffee pots, toasters, and small electric fans, are allowed on the campuses of Palm Beach State College subject to the following conditions:

1. In accordance with Florida Statutes, the use of College funds to purchase household electrical appliances for the personal convenience of staff is prohibited.
2. Household electrical appliances shall not:
 - Adversely affect the electrical loading, quality, or stability of the circuits on which they are located.
 - Adversely affect the operation of other equipment on the circuit.
 - Adversely affect the operation of College radio or broadband wireless equipment.
 - Pose a threat to personnel safety or fire/electrical safety.If authorized Facilities personnel determine that any of these is occurring, the appliance may be subject to removal.
3. All such appliances must be certified or labeled by an accredited testing organization, e.g., Underwriters Laboratory or Factory Mutual (i.e., "UL-Listed" or "Factory Mutual-Approved").
4. All such appliances should be located only in areas that are suitable for their use, i.e., kitchens, break areas, and other areas that are designed or established to accommodate them.
5. Appliances are allowed only in offices that have adequate space, ventilation, and a fire suppression system. Exceptions to this may be approved on a case-by-case basis on written agreement by the campus Facilities Manager, District Fire Official, and the College's Building Official.
6. All appliances must have an electrical cord with a proper grounding prong or polarized plug.
7. All appliances must be connected directly to a wall or floor outlet. The use of power strips or extension cords to connect them to an outlet is prohibited.
8. The appliance owner shall be responsible for its maintenance, replacement, and relocation as necessary, as well as its sanitation and cleanliness. Items determined by authorized Facilities personnel to be improperly maintained or in an unsanitary condition may be subject to removal.
9. Microwave ovens and toasters shall not be operated unattended.
10. Except for refrigerators, appliances shall be turned off when not in use.

11. Toasters and full-size refrigerators are NOT allowed in offices, only in kitchens or designated break areas.
12. The following appliances are NOT allowed at Palm Beach State College:
 - Toaster ovens.
 - Space heaters.
 - Immersion heaters.
 - Coffee cup warmers.
 - Hot plates.
 - Box fans in buildings that are air-conditioned.
 - Plug-in air fresheners and diffusers.
 - Any other household-type electrical appliance not acceptable to authorized Facilities personnel.
13. Particular care must be exercised where appliances are located in areas protected by smoke detectors to ensure that unnecessary fire alarms are not triggered by their operation. If determined by authorized Facilities personnel to have been caused by the operation of an appliance, an unnecessary fire alarm or circuit trip may be grounds for its removal.
14. Failure to observe these requirements for any appliance may result in immediate removal by authorized Facilities or Safety personnel. The District Fire Official shall be the final authority for any appeal of a removal request.