



**Policy Number:** 600.13  
**Policy Title:** Appliances  
**Subject:** Section 600 – Physical Plant  
**Date Adopted:** March 4, 2014  
**Date(s) Revised:** October 23, 2020; January 12, 2021

**Approved by:**   
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Dean/CEO  
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**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, and with the Board of Regents' 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 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 or electric kettles, which are equipped with a heating element to keep coffee or other liquids warm and do not have an automatic shutoff feature, may not be used in private offices or workstations (cubicles). Coffee makers without this safety feature 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. Under no circumstances should extension cords be used to provide power to the refrigerator. Any employee wishing to use an individual refrigerator in an office or cubicle may purchase an annual permit for \$50. The funds for the permit will be used to offset energy costs. The permit period shall correspond with the academic year, and a permit purchased during the year will be prorated.
- **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 suppressors. 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. See also Policy 600.14.
- **Space heaters** – Space heaters must be approved by the Director of Facilities and are addressed in Policy 600.14.
- **Extension Cords** – Extension cords must be UL-approved and adequate to load. Extension cords should not be used in conjunction with surge protectors.

## RESPONSIBILITIES:

Upon request, facility staff will inspect electrical devices following these policies, approve those devices that 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 that 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 who is responsible for the area will be notified and will be responsible for ensuring its removal. Any devices considered to be 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.