



Appliance Guidelines

During the review of the facility inspection reports the JPA/SISC has increased concerns regarding personal appliances in the classrooms. The most pressing exposures posed is fire due to insufficient electrical outlets, rodents/pests and injury to staff and students as electrical cords could cause a trip and fall hazard.

Insurance coverage is not afforded under our SISC memorandum of coverage (MOC) if a personal appliance breaks or causes damage (other than fire damage) in or to the classroom.

SISC will seek subrogation for fire damage caused by an appliance from the owner and/or manufacturer.

The typical classroom and office space are not designed for use of appliances and may lack appropriate ventilation and electrical wiring to serve these devices, with the exception of Home Economics/Culinary Arts Programs which must have the correct outlets. Therefore, the JPA/SISC recommends that personal appliances be stored in a common area such as an employee break room and removed from the classrooms. The school district is encouraged to set policy prohibiting whenever possible. **If the district chooses to allow appliances in classrooms/common areas the following guidelines apply.**

Appliances must be inspected by the maintenance staff to ensure the electrical outlets are sufficient as well as the item is UL (Underwriters Laboratories) approved. Once the item passes inspection the item must be approved by the superintendent and the approval form completed and signed by all parties on a case by case basis. The district may disallow the use of any appliance.

Items that are allowable within a classroom/common area with prior approval must follow the JPA Appliance Guidelines:

1. Plugged directly into a permanent electrical outlet that the electric current capacity must not be less than the rated capacity of the appliance per State Fire Code.
2. Positioned to reduce power cord strain or damage.
3. Removed immediately when there are any signs of damage to the appliance or component.
4. Operated according to the manufacturer's instructions.
5. Powered down or unplugged at the end of each workday or placed on timers.
6. Placed away from combustible materials and any portion of an exit.
7. Situated out of traffic areas to avoid creating a tripping hazard.

Space Heaters should have:

1. High temperature –limiting device
2. Built in tip over protection
3. Automatic shut off

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This document is intended to provide general safety guidelines and ease of reference to data. Under no circumstances should the matrix be used as an exclusive source of information on the topic, as it may not address each and every possible loss potential, code or other violation, or exception to good practices and procedures. In view of the possibility of human error or changes, you should confirm the content in the matrix through your own independent sources.

This guideline is a living document – continually evolving. District approved personal appliances must be disengaged from the electrical system, cleaned and properly stored at the end of each instructional day.

✓=Allowable X=Not Allowable X = Not allowed on District Property

Appliance	Classroom	Culinary/Specialized Living Program	Staff Kitchen/Breakroom
Coffee Maker-Pot	x	x	✓
Convection Oven	x	✓	✓
Crockpot	x	✓	✓
Deep Fryers	x	x	x
Donut Maker	x	x	x
Electric Frying Pan	x	✓	✓
Espresso Maker	x	x	x
Griddle	x	x	x
Grill (Foreman type)	x	✓	✓
Grills/BBQ	x	x	✓ Staff Operated Only Outdoors
Hot Plate	x	x	x
Hot Water/Tea Kettle	x	x	x
Ice Cream Maker	x	✓	✓
Instant Pot	x	x	x
Mug Warmer	x	x	x
Panini Press	x	✓	✓
Popcorn Maker	x	✓	✓
Rice Cooker	x	✓	✓
Stoves	x	✓	
Toaster Oven	x	✓	✓
Waffle Maker	x	✓	✓
Water Cooler Dispenser	✓	✓	✓

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APPLIANCE AUTHORIZATION FORM

Date: _____

Name of Requesting Party: _____ Work Location: _____

Room: _____ Cube/Office: _____ Phone: _____ Email: _____

Director/Department Head Name _____

Appliance Requested

Appliance Type (refrigerator, coffee maker) _____

Manufacturer _____ Model Number _____ Serial Number: _____

Stated Wattage: _____ UL Approved? YES: ☐ NO: ☐ Capacity or Cubic Feet: _____

Location of Appliance: _____ Floor: _____ Cube/Office: _____

I will abide by all building rules, regulations and District policies with regard to the use of this appliance. I understand that District insurance coverage is not afforded if a personal appliance breaks or causes damage in or to the classroom. Self-Insured Schools of California (District insurance carrier) will seek subrogation for fire damage caused by an appliance from the owner and/or manufacturer.

Signatures: _____

Requesting Party

Director/Department Approval

Appliance Inspection

I verify that the above appliance has been inspected for use at the location stated above and meets the JPA/District Guidelines/Policies.

Signature: _____

Maintenance

Superintendent Approval

Name: _____ Signature: _____ Date: _____