

KILLINGLY PUBLIC SCHOOLS

Personal Appliance Usage Authorization Form

The use of personal appliances in all district buildings presents an economic impact and potential safety risk. All appliances not owned, operated or maintained by the BOE must be inspected and approved as operationally safe at the beginning of each academic year. Preliminary authorization and use of appliance is granted when the employee has filed a written usage form and it is acknowledged by a building administrator. Safety inspections [device in compliance with safety standards] will be conducted by a qualified Operations & Maintenance employee. Any appliance not in compliance with safety standards will be denied.

DATE _____

ACADEMIC YEAR _____

BUILDING

☐ CO ☐ KHS ☐ KIS ☐ KMS ☐ KCS ☐ FRC ☐ O&M ☐ OLD KHS ☐ AE-KIS

EMPLOYEE _____

ROOM NUMBER _____

LOCATION [where will the appliance be located in room] _____

Authorization / use will be determined based on type of appliance, electrical consumption issues, safety risk-hazard, location and areas accessible to students. Classrooms and areas accessible to students will be closely scrutinized and authorization will be extremely limited. Prohibited items include, but not limited to, heat incandescent lights, hot plates, space heaters without tip switches and plug-in air fresheners.

APPLIANCE TYPE

☐ Refrigerator ☐ Microwave ☐ Coffee Pot ☐ Coffee Makers ☐ Fan ☐ Toaster ☐ Toaster Oven

☐ Other [description required] _____

ADMINISTRATIVE APPROVAL

An evaluation has been conducted and preliminary authorization for usage has been approved.

Signature of Administrator

DATE: _____

OPERATIONS & MAINTENANCE SAFETY INSPECTION

Safety Inspection Results ☐ Approved ☐ Not Approved

Date of Inspection _____

Inspected By [signature] _____

Authorization Tag Applied ☐ Yes ☐ No Tag Color _____

cc: Building Administrator, Building Appliance Log, Employee, T-f-S Representative, O&M Director

Approved by District Health & Safety Committee 15March11 / Revised 18January18