

GPISD Procedures for Bringing Personal Appliances into School Facilities

Purpose: To ensure the safety and efficiency of electrical systems within school facilities and to prevent potential hazards associated with personal appliances.

Scope: This procedure applies to all staff, including teachers, administrative personnel, and other employees who wish to bring personal appliances (e.g., refrigerators, microwaves, coffee pots, or other household appliances) into the school premises.

Procedural Statement: To maintain a safe and functional electrical system, the use of personal appliances in school facilities is subject to approval and compliance with the criteria outlined in these procedures. Unauthorized or unapproved personal appliances may pose safety risks, including electrical overloads, power outages, and potential fire hazards. If there are appliances in teacher and staff lounges, it is best to use them to reduce the need for additional personal appliances.

Procedure:

Request for Approval:

- Staff must seek approval from the Energy Manager and Executive Director of M & O before bringing any personal appliances to school.
- The school administration/secretary will submit the request form on behalf of the teacher/staff member via FMX using the “Personal Appliance Request” form.
 - Under New Maintenance Request >>> Personal Appliance Request

New Maintenance Request

Maintenance Requests > New

Request

| | |
|-----------------|----------------------------|
| * Request type | Personal Appliance Request |
| * Request | |
| * Building | |
| * Location | Select a building first |
| Equipment | Select a building first |
| * Due | |
| Associated work | |

Submission Requirements:

- **Appliance Details:** Include the type of appliance, brand, model, and power rating (watts or amps).
- **Location:** Specify where the appliance will be used within the school.
- **Reason for Use:** Provide a brief explanation of why the appliance is needed. Approved reasons may include:
 - **Medical Needs:** Appliances required for medical purposes, such as a personal refrigerator for medication that needs to be kept at a specific temperature.
 - **Breast Milk Storage:** Refrigerators or freezers for storing breast milk for nursing parents.
 - **Other Essential Uses:** Any other critical need that cannot be met by existing school facilities.

Criteria for Approval:

- **Electrical Load Assessment:** The Energy Manager and MEP department will evaluate whether the existing electrical system can safely support the additional load.
- **Safety Compliance:** Ensure the appliance complies with relevant safety standards and has no known defects.
- **Use Existing Facilities First:** If the school has teacher/staff lounges equipped with refrigerators, microwaves, or coffee pots, etc., staff are encouraged to use these instead of bringing in personal appliances. Requests for personal appliances may be denied if these shared appliances can meet the needs.

Placement:

- Appliances must be placed in locations that do not obstruct walkways, emergency exits, or ventilation systems. Appliances must not be placed inside classroom areas or in locations where students can easily access them. They should be placed in designated staff areas that are secure and out of reach of students.

Usage:

- Appliances must be used in accordance with manufacturer instructions and must not be left unattended while in operation.

Approval Process:

- The Energy Manager and Executive Director of M & O will review the request and respond within 5-12 business days.
- If approved, the teacher/staff member will receive confirmation via FMX and a sticker to label the appliance.
- If denied, the teacher/staff member will be provided with the reason for denial and, if possible, alternatives.

Validity of Approval:

- Approved appliances will be valid until the end of the current school year. Teacher/staff must reapply for approval if they wish to continue using the appliance beyond this period.

Installation and Maintenance:

- Approved appliances must be installed and maintained in a safe manner, adhering to all electrical safety guidelines.
- Teachers/staff are responsible for the regular inspection and upkeep of their appliances to ensure they remain in good working condition.
- In case of an electrical fault or fire related to a personal appliance, follow fire safety/emergency procedures outlined in the [employee handbook](#) and report the incident immediately to school administration.

Sticker Requirement:

- All approved appliances will be given a sticker by the Energy and Electrical Team. This sticker must be visible on the appliance at all times.
- Appliances found without an approved sticker will be considered unauthorized and must be removed immediately.

Compliance and Monitoring:

- Periodic inspections may be conducted to ensure compliance with this guideline.
- Non-compliance or safety issues related to personal appliances may result in immediate removal of the appliance from school premises.

Review:

- This procedure will be reviewed annually and updated as needed to ensure continued safety and effectiveness.

Responsibilities:

- **Teachers/Staff Members:** Seek approval from the Energy Manager and Executive Director of M & O before bringing personal appliances to school. Ensure appliances are safe, used appropriately, and comply with all safety guidelines. Utilize existing school facilities where available. Ensure that approved appliances have the proper sticker and an Energy Star label.
- **School Administration:** Oversee the implementation of this procedure and address any issues related to personal appliances. Submit the request form via FMX on behalf of teacher/staff members, ensure the request includes all required details, and assist staff with the approval process.
- **Energy and MEP Team:** Evaluate requests, ensure safety and compliance, provide approval and stickers for approved appliances, and oversee the removal of unauthorized appliances.

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