



Policy & Procedure

PERSONAL & CITY OWNED APPLIANCE POLICY

Supersedes: N/A

Date Approved: December 29, 2014

Approved:

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Purpose

This appliance policy is in effect to ensure that all City buildings meet all applicable fire and building safety codes; to support City-wide efforts to reduce energy consumption in public buildings; and to promote a strategy for the consistent purchase and install of appropriate appliances throughout all City buildings. This policy sets the procedure for evaluation, purchase and installation of approved employee and/or City furnished appliances in City buildings.

Scope

All appliances (personal and City) in all City buildings that require an electrical connection or power source for operation; including permanent fixtures and temporary devices such as refrigerators, microwaves, coffee makers, portable heaters, water coolers, and any other appliance being utilized by employees or community user groups in a City building; must meet all applicable building codes, must meet specific energy consumption criteria, must be UL certified (if applicable), and must be approved by Property and Facilities Management for use in a City building.

A City building is a facility that is owned and managed by the City of Duluth.

Personal appliances are those which are brought into a City building by an employee, group of employees or community user group.

City appliances are those which are provided as shared building appliances to support the business and function of the workplace activities in each facility.

Policy

The City will employ a strategy of attrition to implement this policy over time by replacing or removing non-compliant appliances when budget allows, and providing appropriate and/or approved appliances in exchange to meet the workplace, community and business needs within each facility. At a minimum, the City will allow a sufficient number (based on staffing density and determined level of use) of shared-use refrigerators, microwaves, and coffee makers in designated code compliant areas within each facility to meet the workplace, community and business needs of the building occupancy.

The Property and Facilities Management Division of Public Administration will provide guidelines and approval for all appliances utilized in public buildings, and may remove non-compliant appliances under the following circumstances:

- 1) When an appliance is deemed to be a life safety or fire hazard;
- 2) When and/or after new compliant appliances have been installed to replace non-compliant appliances;
- 3) When unapproved appliances are installed in a City building; and
- 4) When there are more appliances in a City building than are needed to sufficiently meet the workplace, community and/or business need of the occupancy.

Property and Facilities Management will develop, implement and administer a program to systematically eliminate non-compliant appliances from City buildings as budgets allow.

All confiscated non-compliant personal appliances will be returned to the owner upon request, provided that the personal appliance goes home with the owner.

Funding for new City provided appliances must be approved by the Auditor, and all City-provided appliance purchases and installations must be facilitated by Property and Facilities Management. Approval of the funding for City provided appliances must be for shared use appliances (such as coffee services, microwaves and refrigerators), personal appliances available for shared use (such as space heaters or task lights), and special approved accommodations as determined by the Auditor and Property and Facilities Management.

Property and Facilities Management will communicate changes and updates to this policy's procedures and guidelines annually in the form of an updated appliance policy memo that details acceptable personal and City-owned appliance usage in City buildings.

Non-Compliance

Violation of any of the constraints of these policies or procedures will be considered a security breach and depending on the nature of the violation could result in/or up to written reprimand, suspension or termination.