

TEXAS STATE TECHNICAL COLLEGE  
**STATEWIDE OPERATING STANDARD**

<b>No. GA 1.6.12</b>	<b>Page 1 of 4</b>	<b>Effective Date: 04/29/16</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Small Appliance Use</b>	
<b>AUTHORITY:</b>	<b>National Fire Protection Association (NFPA) 101 Life Safety Code</b>	
<b>PROPOSED BY:</b>	<b>Tom Hooker</b>	
<b>TITLE:</b>	<b>Executive Director, Governance, Risk, and Compliance</b>	<b>Date: 04/29/16</b>
<b>RECOMMENDED BY:</b>	<i>Original Signed by Ray Rushing</i>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Legal Officer/General Counsel</b>	<b>Date: 04/29/16</b>
<b>APPROVED BY:</b>	<i>Original Signed by Mike Reeser</i>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 04/29/16</b>

**STATUS:** Approved by EMC on 04/29/16

**HISTORICAL STATUS:** Proposed New 03/2016

**POLICY**

Compliance

The purpose of this Operating Standard is to ensure the safety of our students, employees, volunteers and visitors, as well as the campus infrastructure. This Operating Standard sets the procedure for evaluation, approval, and installation of small appliances on Texas State Technical College (TSTC) campuses, to include workplace and residential facilities, to promote a friendly and productive work and living environment.

**SCOPE**

This Operating Standard applies to TSTC-owned and employee/student-provided appliances on all TSTC campus workplace and residential facilities.

**DEFINITIONS**

**Small Appliance** – refers to any item that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices. Some examples relevant to this Operating Standard, but not exclusive, are as follows:

- Air purifiers
- Coffee cup warmers
- Coffee makers and coffee pots
- Crock pots and other electrical cooking appliances
- Floor fans
- Hot plates
- Immersion water heaters
- Irons and steam irons
- Microwave ovens
- Refrigerators (to include small/dorm size)
- Electric space heaters
- Toasters and toaster ovens
- Water coolers/dispensers with heating or cooling elements

**Workplace areas** – refers to TSTC indoor facilities used for administrative or instructional functions, to include offices, classrooms, and laboratories.

**Residential facilities** – refers to student housing facilities located on TSTC campuses, to include single-family houses, apartments, and traditional college dormitories.

## **PERTINENT INFORMATION**

In accordance with NFPA 70 National Electric Code, NFPA 101 Life Safety Code /NFPA1 National Fire Protection agency, 29 CFR 1910.39, 1910.334, and 29 CFR 1910.7 Occupational Safety and Health Administration, and Underwriters Testing Laboratory (UL), the excessive use of small appliances will cause a significant increase of electrical consumption and the potential for electrical fires in the workplace.

Buildings and offices are designed with specific electric wiring ratings based upon an anticipated load, and any deviations (specifically overloading) may result in overheating, damage to the electrical wiring and consequently an electrical fire.

## **DELEGATION OF AUTHORITY**

The responsibility for the overall administration of the Small Appliance Policy has been delegated to the TSTC Facilities Division; the campus level physical plant has jurisdiction on approving the installation and usage of small appliances on their respective campus in accordance with the local fire code.

However, the primary responsibility for providing and maintaining a healthy and safe work environment on a day-to-day basis exists at the operational level with Provosts, supervisors, and directors. In addition, every TSTC employee and student has the responsibility to adhere to this Operating Standard to promote a safe environment. In this way, TSTC effectively fulfills the basic requirement of applicable laws and regulations associated with safety.

## OPERATING PROCEDURES

- All small appliances used on TSTC must be Underwriters Listed (UL) rated and should be inspected thoroughly prior to operation to ensure that no visible fire hazards exist.
- **Extension cords** are not allowed, under any circumstances, as permanent wiring; and daisy-chaining is prohibited. **Note:** appliances are tested and designed to operate safely with the original electrical wiring; alterations such as lengthening or decreasing the thickness of the electrical wiring will overheat the electrical circuit and could result in an electrical fire.
- **Power strips** are authorized for small appliances (**except** for microwaves, small refrigerators, and small space heaters) as they are designed with an internal circuit breaker for overheating protection or an electrical short.
- Immersion water heaters, non-electric space heaters, or any small appliance with an open flame are NOT authorized within an indoor facility/residence on campus.
- **Specific to workplace areas:**
  - All small cooking appliances, such as but not limited to microwave ovens, crockpots, toasters/toaster ovens, hot plates, commercial-sized coffee makers, and popcorn poppers, must be located and maintained within designated break-areas/lunch rooms as approved by the campus facilities director or designated representative.
  - Any exceptions to installing employee-provided small appliances within the workplace should be requested through and approved by the campus facilities director or designated representative to ensure that installation will not result in overheating, damage to the electrical wiring or create a fire hazard.
- **Specific to campus residential facilities:**
  - Any exceptions to installing student-provided small appliances within traditional campus dormitory facilities should be requested through and approved by the campus housing or facilities director or designated representative to ensure that installation will not result in overheating, damage to the electrical wiring or create a fire hazard.
- **Portable Space Heater Safety-** the placement of approved portable electric space heaters must adhere to the following:
  - Non-electric space heaters are not allowed within an indoor facility.
  - Heaters must have a thermostat to automatically shut down when the desired temperature is achieved.
  - Heaters must have a tip-over automatic shutdown feature.
  - No open coil heaters are allowed. A space heater must be equipped with heating elements covers or guards.
  - The heating capacity must not exceed the rating of 212 degrees Fahrenheit.
  - The space heater must be placed on a stable, leveled surface and located where it will not be knocked over and never operate in wet environments.
  - If the space heater is placed in an office, the electric cords should not create a tripping hazard and the heater must be placed at minimum distance of three feet from combustible materials e.g. desk, trash cans, paper boxes, etc. and never placed under desks or other enclosed areas.
  - If the space heater is placed at large rooms i.e. labs, shops, etc. the electric cords should not create a tripping hazard and the heater must be placed at least 20 feet from any flammable material.

- Never start the heater with the maximum temperature setting as this will trip the breaker, and perform checks frequently to determine if the heater plug or cord, wall-outlet, or faceplate is HOT! If these are HOT, discontinue the use of the heater, and have an electrician check the system.
- Never leave the heater unattended and most importantly, turn it off at the end of each day. Failure to comply with these safety stipulations may result in negating the authorization to use the space heater for personal use.

## **PERFORMANCE STANDARDS**

1. TSTC implements the Small Appliance Use policy for the safety of TSTC employees and students.
2. The Small Appliance Use policy is reviewed and updated annually by the TSTC Risk Manager and Safety Committee.