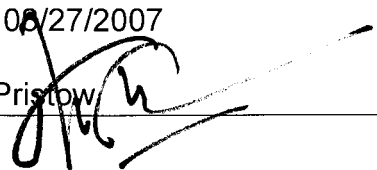


**Cuyahoga County
Department of Health and Human Services
Division of Children and Family Services
Policy Statement**

Policy Chapter: Building Management
Policy Number: 10.01.08
Policy Name: Use of Appliances

Original Effective Date: 12/01/2005
Revision Date(s): 09/01/2013, 08/27/2007
Current Revision Date: 10/01/2016
Approved By: Thomas D. Pristow



PURPOSE: To address safety of staff in relation to use of appliances and the appropriateness of such in an office setting.

SCOPE: This policy statement applies to all persons at the Jane Edna Hunter Building.

POLICY

- I. It is the responsibility of all managers and building management to monitor the safety and appropriateness of appliances.
- II. Acceptable appliances, which must plug directly into a wall outlet in an office, include:
 - A. microwave
 - B. coffee pot
 - C. water dispenser/fountain
 - D. dorm size refrigerator
- III. Acceptable appliances, in bay areas or common areas, which must plug directly into a wall outlet, include:
 - A. fan
 - B. DCFS cell phone charger
 - C. radio

PROCEDURES

- I. Staff will receive notice of inappropriate appliances or connections.
 - A. Appliances considered inappropriate, that cause power failures, are not acceptable.

- B. Failure to remove an appliance, after a warning, will result in the loss of the appliance.
 - 1. Power strips, extension cords and surge protectors are not acceptable for use with any appliance.
 - 2. All appliances must plug directly into a wall outlet.
- II. Refrigerators and microwaves are available in employee lounges and the cafeteria.
 - A. All DCFS employees are responsible for cleaning both the refrigerators and microwaves.
 - 1. Items left in the refrigerators, after 3:00 PM on Friday, will be discarded.
- III. All DCFS staff located at satellite offices must comply with the terms established by the property manager.