

Operating Policy and Procedure

OP 20.001 Space Heater and Personal Appliance Policy

DATE: October 21, 2020

PURPOSE: The following policy language is intended to promote the safety of the campus community, improve the comfort of faculty/staff, prevent physical damage to college facilities and conserve energy at Kellogg Community College (“KCC” or the “College”).

REVIEW: This OP should be reviewed annually on July 1 by the Facilities office, with revisions forwarded to the Board of Trustees through President’s Council by the Office of the President.

POLICY/PROCEDURE

1. General Policy

Kellogg Community College prohibits the use of personal appliances that pose a safety risk, fire hazard or otherwise cause inefficient use of the College’s heating, ventilation and other utilities.

a. Space Heaters: The use of electric space heaters (or those fueled by other means) is strictly prohibited in any KCC facility. Electric space heaters pose a safety risk and fire hazard by overloading building electrical circuits. They are also a very inefficient means of providing heat and often result in the discomfort of occupants in nearby offices or work areas. The use of a space heater in a person’s office will trigger the cooling mode as the system attempts to keep the temperature at a set point.

Individuals who believe their work area is too cold (or hot) may submit a Facilities work order online at www.kellogg.edu/facilities to request that their space be evaluated for temperature adjustments. Facilities will enable thermostats in offices and conference rooms with a six-degree range from 68°F to 74°F for heating and 70°F to 76°F for cooling. Individual adjustments may be made on a case-by-case basis.

b. Other Personal Appliances: The following appliances are also prohibited from being used in offices or other non-designated common areas at KCC:

- i.* Air conditioners
- ii.* Grills
- iii.* Coffee makers
- iv.* Slow cookers
- v.* Toaster ovens
- vi.* Toasters
- vii.* Mini Refrigerators
- viii.* Microwaves
- ix.* Fans or lamps that draw more than 100 watts
- x.* Scent plug-ins, including plug-in diffuser
- xi.* Hot plates
- xii.* Other small kitchen appliances and appliances that do not meet the intent of this policy

Many of these appliances are available to faculty/staff in designated break kitchens and lounge areas. If your department wishes to add an additional shared item to a break/lounge area, please contact the Director or Manager of Facilities to discuss its placement.

2. Scope

This policy applies to all employees, including contractors, and tenants at KCC.

3. Definitions

- a. Space heater* – A space heater is a device used to heat a single, small area.
- b. Personal appliance* – A small appliance, small domestic appliance, or small electric are portable or semi-portable machines, generally used on table-tops, counter-tops, or other platforms, to accomplish a household task.

4. Exceptions

- a.* Institutional Facilities will work to accommodate medical necessities, departmental events or other special conditions that may warrant an exception to this policy. Institutional Facilities will maintain a small stock of heaters to use in cases of emergency, mechanical system failure or other special condition.
- b.* Chargers for personal electronics are permitted under this policy.

5. Roles and Responsibilities

- a.* Enforcement of this policy is the responsibility of departmental supervisors. Institutional Facilities staff will report unauthorized space heaters and other appliances discovered in the course of their work. The supervisor, chair, dean, manager or director that is responsible for the area will be notified.

6. Persons/Departments Affected:

All KCC employees, contractors and tenants at KCC.

7. Related Information

<https://www.nfpa.org/News-and-Research/Publications-and-media/Press-Room/News-releases/2018/Space-heaters-account-for-43-percent-of-US-home-heating-fires-and-85-percent-of-associated-deaths>

- 8. Right to Change Policy.** The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time.

- 9. Approval Date:** March 17, 2021

10. Past Revisions

- a.* March 17, 2021: Policy amended to clarify policy review requirements.