



ADMINISTRATIVE OFFICES
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Personal Appliances in the Classrooms

Since we are working to conserve energy in our facilities around the CASD, this also applies to the use of personal appliances within ***all rooms*** throughout ***all the District's buildings***.

Employees who use personal appliances in their areas, should ensure the following for meeting Fire Code and overall ***safety purposes*** and ***conservation***:

- All appliances should meet minimum standards (UL-approved and ENERGY STAR for school safety is best)
- Appliances are in ***good repair*** and properly installed
- Extension cords should not be used ...power strips only!
- Cords should not pass under furniture/rugs where wear could cause fraying and shorting.
- Power strips are required for plugging in multiple appliances. Acceptable items to plug into a power strip include: computers, laptops, desk lights, radios, clocks, pencil sharpeners, aquariums, VCR's, DVD players
- Other appliances should be plugged directly into a wall outlet
- Microwaves, coffee pots, refrigerators are to be in a central location , ***NOT*** room by room
- Appliances that should not be used due to greater fire potential include: portable electric heaters, single cup warmers, candle warmers
- There should not be an excessive number of extra appliances
- Small appliances such as radios, fans, electric sharpeners, overhead projectors, etc., should be unplugged over weekends
- Appliances are to be cleaned out and unplugged for holiday periods of 5 days or more and summer shutdown of school. Personnel who use the appliances are responsible for these clean outs and shutdowns.

THANK YOU for your cooperation in using additional appliances in a safe and conservative manner for the ***benefit of your students' safety*** and ***energy conservation***.

A handwritten signature in black ink, appearing to read "Joe".

Dr. Joseph Padasak
Superintendent