

ADMINISTRATIVE OFFICES  
435 Stanley Avenue  
Chambersburg, Pennsylvania 17201  
Telephone (717) 261-3313

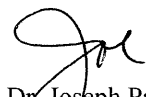
### **Personal Appliances in the Classrooms**

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*.

  
Dr. Joseph Padasak  
Superintendent