

Bay-Valley Performance Cluster
Electrical Appliances

OBJECTIVE:

The objective of this Standard Operating Procedure (SOP) is to establish and define procedures to record and track the entry of electrical appliances into a facility. This procedure was developed because of the increasing potential for fire damage due to unregulated electrical appliances.

The electrical appliance certification procedures are as follows:

Portable electric hot plates, coffeepots, and other electrical appliances with heating elements must have written authorization/certification for use signed and dated by the installation head. Said authorization must include the make and model number.

- Conduct an inventory of all appliances in your unit. Immediately take out of service any appliance with frayed wiring on the cord, defective plugs, or other defects.
- Authorization is required to certify that all electrical appliances meet the following conditions:
 - They must be placed in a safe location away from combustible materials.
 - They must be Underwriters Laboratory approved and unmodified.
 - They must be equipped with a pilot light or warning light on the unit or the wall outlet must have on it an easily viewable pilot light or warning light, or a timer.
 - They must work properly with electrical cords and plugs in good condition. Periodic inspections must be conducted by an FSC or Safety Personnel. A copy of the signed letter of authorization for each electrical appliance inspected must be presented to the inspector upon request. If none is available, the electrical appliance must be removed from the facility.
 - If repaired, the appliance must be approved for return to service by Safety Personnel or a Maintenance Supervisor.

After approval of all appliances, the Installation Head will prepared and maintain a master log which include the date of authorization/certification, the make and model number of the appliance, and the name of the person or office authorized to have the appliance.

Additionally, approved electrical appliances must be plugged directly into an existing outlet. The use of an extension cord or surge protector is prohibited. There is no exception to this prohibition.

As a rule the following 3 categories cover the majority of appliances.

- Category 1: Allowable small electrical appliances are limited to refrigerators; microwaves and coffeemakers.
- Category 2: Limited approval for special events may be given for toasters; rotisseries; crock pots.
- Category 3: Not allowed under any circumstance this would be electric heaters; woks; deep fryers; Panini and/or George Foreman grills.

If the small appliance is not listed on this policy you should assume it is not authorized without further discussion/approval by the Installation Head and a Safety Staff Member.

