



## ADMINISTRATIVE PROCEDURE

### SAFETY WITH REGARDS TO USE OF APPLIANCES IN CLASSROOMS AND FIRE SAFE FURNITURE

2807

Procedure No.

January 1, 2009

Date

- I. **PURPOSE:** To develop procedures for the enforcement of individual classrooms free of microwaves, coffee makers and refrigerators. The elimination of food sources in all classrooms will deter rodents and pests. All classroom furniture and rugs must contain the Underwriters Laboratories, Inc. (UL) product certification tag.
  
- II. **PROCEDURES:**
  - A. An inspection shall occur quarterly by the principal and building supervisor to promote healthy classroom environment.
  - B. The principal of the school shall deny the use of microwaves, coffee makers, and refrigerators in all individual teachers' classrooms.
  - C. A microwave, coffee maker, and refrigerator shall be provided for teacher use in designated teacher areas.
  - D. All furniture and rugs shall be approved by the principal prior to being placed in the classroom.
  
- III. **RELATED PROCEDURES:** None.
  
- IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Plant Operations and will be reviewed and updated as the need may develop.
  
- V. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
  
- VI. **EFFECTIVE DATE:** January 1, 2009.

Approved by:  
William R. Hite  
Interim Superintendent of Schools

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