



## ADMINISTRATIVE PROCEDURE

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

2807

Procedure No.

August 23, 2019

Date

- I. **PURPOSE:** To develop procedures for the enforcement of individual classrooms free of appliances and the utilization of fire safe furniture and furnishings.
- II. **BACKGROUND:** Microwaves, coffee makers and refrigerators, when left plugged in, increase the potential for fires. Cooking in the classroom also increases the chances of rodents and pests in the classroom due to the presence of food sources. For fire prevention purposes, all classroom furniture and rugs must contain the Underwriters Laboratories, Inc. (UL) product certification tag and all curtains must comply with NEFA 701.
- III. **POLICY:** PGCPS is committed to providing accident-free school environment by identifying and eliminating recognized safety hazards. This requires on-going evaluation of current safety conditions in the schools. (Policy 2801)
- IV. **PROCEDURES:**
  - A. An inspection shall occur quarterly by the principal and building supervisor to promote a 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, rugs and curtains shall be approved by the principal prior to being placed in the classroom.
- V. **MONITORING AND COMPLIANCE:**

All principals will submit the results of the classroom inspections to the Safety and Security Services Department which will be responsible for monitoring the results. The Safety and Security Services Department will conduct annual inspections of schools to ensure compliance with this procedure.
- VI. **RELATED PROCEDURES:** Administrative Procedure 2512.1 – Attention to Fire and Safety Inspections and Administrative Procedure 2805.6 – Safety Inspection.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Plant Operations and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDES:** This procedure cancels and supersedes



## ADMINISTRATIVE PROCEDURE

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

2807

Procedure No.

August 23, 2019

Date

the version dated January 1, 2009.

IX. **EFFECTIVE DATE:** August 23, 2019

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, and 12