



ELECTRICAL APPLIANCES & EQUIPMENT GUIDELINES

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PURPOSE

Milwaukee County is committed to providing and maintaining a safe environment for employees, tenants, and the general public. County Courthouse occupants need to use certain electrical appliances and equipment as part of their daily work activities. However, improper use of electrical appliances and equipment can waste energy, damage equipment, and/or create electrical shock and fire hazards. These guidelines on the use of electrical appliances and equipment are effective immediately at the County Courthouse. Eventually, the guidelines will become mandatory for all Milwaukee County-owned facilities. The guidelines may be modified and updated at any time to reflect changes in funding, priorities, and available technologies.

DEFINITIONS

Approved Break Area: Space that is approved for the storage and preparation of food and beverages. See APPENDIX for a list of approved break areas at the County Courthouse.

Double-Insulated: Electrical appliances and equipment that are encased in plastic to protect the user from electrocution if the tool develops a short circuit. Double-insulated devices typically feature a square-within-a-square logo or the words "double-insulated" printed on the label. Double-insulated devices also have a two-prong plug with no ground pin and one prong (neutral) that is wider than the other.

Electrical Device Removed Tag: Indicates that an electrical appliance or equipment has been removed and held in temporary storage on the premises by the *Facilities Coordinator* per these guidelines (see ENFORCEMENT).

FM Approved: Electrical appliance or equipment that meets industrial safety standards established by Factory Mutual Research Corporation.

Facilities Coordinator: Employee or organization directly responsible for managing the operations and maintenance of a Milwaukee County-owned facility. For the County Courthouse, this is Facilities Management, phone: 278-4971.

Grounded: Electrical appliances and equipment that have three prongs (hot, neutral, and ground).

Private Office/Work Area: Workspace that is accessible to and/or primarily used by an individual employee or tenant.

UL Listed: Electrical appliance or equipment that has been tested by Underwriters Laboratories Inc. (UL) and meets their published and nationally recognized Standards for Safety.

Unauthorized Electrical Device Tag: Indicates an electrical appliance or equipment may NOT be used on the premises per these guidelines (see ENFORCEMENT).

GUIDELINES

The below guidelines apply to the use of ALL electrical appliances and equipment:

- Use only for intended purpose, following manufacturer's instructions
- Keep away from liquids and combustible materials
- Ensure appliance or equipment is *UL Listed* or *FM Approved*
- Ensure electrical cords are *grounded* or *double-insulated*
- Do not use if greasy or filled with dust or debris
- Inspect and clean on a regular basis
- Do not use if physically damaged or altered
- Do not use if unusual odor or sparks are produced
- Read warning labels and leave labels attached
- When possible, choose ENERGY STAR qualified products
- When possible, enable "energy savings" mode
- Power down and unplug when not in use for extended periods

Additionally, the following guidelines apply to the use of specific electrical appliances and equipment:

Adjustable Thermostats must be set to a maximum temperature of 68 degrees Fahrenheit for heating and minimum of 76 degrees Fahrenheit for cooling during normal business hours. If temperatures in a workspace do not seem to be meeting this heating/cooling standard, please contact your *Facilities Coordinator*. County Courthouse occupants should file a work order with Facilities Management

Coffee Makers may NOT be used in *private offices/work areas*. Coffee makers may be used in *approved break areas*. They must be plugged directly into a wall socket and unplugged when not in use.

Extension Cords present tripping, electrical shock, and fire hazards and thus may NOT be used on the premises without prior approval from your *Facilities Coordinator*. Approved extension cords are for temporary use only to complete a specific task and not to exceed one workday (also see Power Strips and Surge Suppressor Strips).

Holiday Lights may be used for a period not to exceed 90 calendar days, provided that the lights do not interfere with business activities. Holiday lights must be miniature, plugged directly into a wall socket, and unplugged when not in use. Candles or other sources of open flames may NOT be used at any time.

Hot Plates, Toasters, Toaster Ovens, Grills, and Microwaves may NOT be used in *private offices/work areas*. These devices may only be used in *approved break areas*. They must be plugged directly into a wall socket, and unplugged when not in use.

Portable Lamps may be used for task lighting provided that the lamps use compact fluorescent or LED bulbs. The lamps may NOT use incandescent or halogen bulbs.

Portable Space Heaters may NOT be used on the premises. The County's standard is to heat workspaces to a maximum temperature of 68 degrees Fahrenheit and cool spaces to a minimum of 76 degrees Fahrenheit during normal business hours. If temperatures in a workspace do not seem to be meeting this standard, please contact your *Facilities Coordinator*. County Courthouse occupants should file a work order with Facilities Management.

Power Strips and Surge Suppressor Strips may only be used if they are equipped with internal circuit breakers (reset buttons). Power/surge suppressor strips may NOT be used in tandem ("daisy chained") with extension cords or other power/surge suppressor strips. Rather, power/surge suppressor strips must be used on their own and plugged directly into a wall socket (also see Extension Cords).

Refrigerators may NOT be used in *private offices/work areas*. Refrigerators may be used in *approved break areas*. Refrigerators must be plugged directly into a wall socket.

Vending Machines may NOT be used in *private offices/work areas*. Vending machines must be plugged directly into a wall socket.

Window Air Conditioning Units must NOT be set to below 76 degrees Fahrenheit. Please contact your *Facilities Coordinator* if a window air conditioning unit is not cooling properly. County Courthouse occupants should file a work order with Facilities Management.

Window Vents must be clear of paper and other items so that air can freely circulate.

ENFORCEMENT

The *Facilities Coordinator* will perform random inspections of the premises during normal business hours to identify any unauthorized electrical appliances and equipment.

An unauthorized electrical appliance and equipment will be marked with an *Unauthorized Electrical Device Tag*. The owners of the tagged devices will be granted **five business days** to remove the devices from the premises.

Unauthorized electrical appliances and equipment remaining on the premises after the five allotted business days will be removed by the *Facilities Coordinator* and held in storage on the premises for **30 calendar days**.

An *Electrical Device Removed Tag* will be placed near where the unauthorized device was found, stating how the owners may retrieve the device.

Removed devices that are not retrieved by the owners within the 30 allotted calendar days will be donated to charity or recycled.

Repeated violations of these guidelines may result in discipline, up to and including termination of employment.

ADDITIONAL INFORMATION

Please direct general inquiries about these guidelines to your direct supervisor. Facility-related questions and concerns should be addressed to your *Facilities Coordinator*.

APPENDIX

Approved break areas at the Milwaukee County Courthouse:

| Break Area | Room/Space | Suite(s) Served | Organization(s) Served |
|------------|----------------------------------|---------------------|--|
| 1 | G1-A | G-1 | Facilities Management |
| 2 | G5-1 | G-5 | Child Support |
| 3 | G6-C | G-6, 103 | Register of Deeds |
| 4 | G-7 | G-7 | |
| 5 | Break area near 102-H | 102 | County Treasurer |
| 6 | Alcove between 103-G and 103-H | 103 | Register of Deeds |
| 7 | 105-M | 105 | County Clerk |
| 8 | M101-O | G-4, 101 | County Treasurer, Child Support |
| 9 | M104 | G-8, G-9, G-10, 104 | Clerk of Circuit Court/Register in Probate |
| 10 | M210 | 210 | Human Resources |
| 11 | 201-V | 201 | County Board |
| 12 | 203-D | 203 | Payroll |
| 13 | 206 | 206 | Clerk of Circuit Court/Register in Probate |
| 14 | 207 | 207 | Clerk of Circuit Court/Register in Probate |
| 15 | 208-1 | 208 | Clerk of Circuit Court/Register in Probate |
| 16 | 301 | 301 | Comptroller |
| 17 | 302-F | 302 | Risk Management |
| 18 | 303-U | 303 | Corporation Counsel |
| 19 | Break area down hall from 306-D2 | 306 | County Executive |
| 20 | 307-B | 307-B | Office for Persons With Disabilities |
| 21 | 307-E | 307-A, 307-E | Family Care |
| 22 | 308 | 308 | Department of Administration |
| 23 | 400-J | 400 | Chief Judge |
| 24 | 401-B | 401 | Chief Judge |
| 25 | 402-B | 402 | Chief Judge |
| 26 | 403-B | 403 | Chief Judge |
| 27 | 408-A | 408 | Chief Judge |

Approved break areas at the Milwaukee County Courthouse:

| Break Area | Room/Space | Suite(s) Served | Organization(s) Served |
|-------------------|----------------------------------|------------------------|--|
| 28 | 412-C | 412 | Chief Judge |
| 29 | 413-B | 413 | Chief Judge |
| 30 | 414-B | 414 | Chief Judge |
| 31 | 415-B | 415 | Chief Judge |
| 32 | 500-D | 500 | Chief Judge |
| 33 | 501-B | 501 | Chief Judge |
| 34 | 502-E | 502 | Chief Judge |
| 35 | 503-B (Northeast) | 503 | Chief Judge |
| 36 | 503-B (Southwest) | 503/514 | Chief Judge |
| 37 | 504-BB | 504, 508 | Chief Judge |
| 38 | 512-G | 509, 512 | Chief Judge |
| 39 | 513-B | 513 | Chief Judge |
| 40 | 515-B | 515 | Chief Judge |
| 41 | 608-G | 608 | Chief Judge |
| 42 | 614 | 609/614 | Chief Judge |
| 43 | Hallway outside 615-D | 615, 622 | Chief Judge |
| 44 | Hallway outside 629-D | 623, 629 | Chief Judge |
| 45 | 632-E | 632 | Chief Judge |
| 46 | 634-E | 634 | Chief Judge |
| 47 | 635-G | 635 | Chief Judge |
| 48 | Unmarked room on SW corner of G9 | G8, G9 | Legal Resource Center, Election Commission |
| 49 | 106-C1 | 106 | Jury Management |
| 50 | 212-F | 212 | PRB/Ethics Board |
| 51 | Hallway between 511A and 511B | 505-507, 510, 511 | Chief Judge |
| 52 | 701-A | 701, 702 | Chief Judge |
| 53 | Closet in 713-A | 712, 713 | Chief Judge |
| 54 | 711-V | 707, 711 | Family Court Commissioner |