



## ELECTRICAL APPLIANCES & EQUIPMENT GUIDELINES

Last updated 2/26/15

### PURPOSE

Employees and tenants of Milwaukee County facilities 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** and the **633 Building**. Eventually, the guidelines will become mandatory at other Milwaukee County 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 in 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:** Individual or organization directly responsible for managing the operations and maintenance of a Milwaukee County facility.

**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 file a work order.

**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 file a work order.

**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 file a work order if a window air conditioning unit is not cooling properly.

**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:**

<b>Break Area</b>	<b>Room/Space</b>	<b>Suite(s) Served</b>	<b>Organization(s) Served</b>
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