



Personally Owned Electrical Property, Equipment & Appliances Policy

NAME: **Use of Personally Owned Electrical Property, Equipment,
and Appliances**
ISSUING DEPARTMENT: **VP for Finance & Administration**
ISSUED DATE: **September 27, 2016**
REVISED DATE: **February 3, 2020**
APPROVING AUTHORITY: **President**
DATE REVISED: **September 27, 2016**

PURPOSE

To establish the policy and administrative procedures for the use of personally owned property, electrical equipment/appliances at this University. The University is mandated to conserve energy; this policy ensures responsible use of electrical equipment.

POLICY

This policy is to control and regulate the use of personally owned electrical equipment/appliances to be consistent with electrical code requirements, safety regulations, and energy efficiency standards. The authorization to use personally owned electrical devices will be limited, and the policies relating to these limitations strictly enforced.

SCOPE

This policy is applicable to all employees of Mansfield University.

FORMS

None

DEFINITIONS

GFI: Ground Fault Interrupter: an electrical wiring device that disconnects a circuit whenever it detects that the electric current is not balanced between the energized conductor and the return neutral conductor.

Double-Insulated (appliance): an electrical appliance which has been designed in such a way that no single failure can result in dangerous voltage becoming exposed so that it may cause an electrical shock. This is usually achieved at least in part by having two layers of insulating material surrounding live parts, or by using reinforced insulation.

Nationally Recognized Testing Laboratory: an organization recognized by OSHA which tests, accepts, lists, and labels equipment and appliances based on product safety standards issued by U.S. standards organizations.

RESPONSIBILITY

POLICY/PROCEDURES

- A. **Department Heads** are responsible for the control of personally owned electrical equipment within their areas of the University. They are responsible for the following:
 1. Ensuring that no appliance is used in an area which is considered inappropriate in accordance with fire, safety, and health codes. Assistance in determining this may be obtained from the Facilities Management.

2. Removing from their areas equipment not compliant with the guidelines in this policy.
3. Coordination with the Director of Environmental Health and Safety for proper disposal of microwaves, refrigerators, or other devices with disposal standards.

B. Facility Management responsible for the following:

1. Perform periodic inspections of personally owned electrical devices for compliance with required codes and standards.
2. Perform random inspections of areas to ensure compliance with this policy.

C. Equipment Owner is responsible for the following:

1. Reviewing this Policy and Attachment A, Authorized and Unauthorized Personally Owned Electrical Items to ensure any electrical equipment they bring in is in compliance with the standards set forth in this policy.
2. Labeling their equipment with their name.
3. Maintaining the appliance within required codes at all times. Defective electrical devices must be taken out of service immediately.

D. Exclusions: The following types of personally owned electrical items are **not permitted** in the facility: Excluded items will be removed immediately.

1. Hot pots, cup warmers, or immersion-type liquid heaters for soups, tea, etc.;
2. Coffee makers/coffee pots without an automatic shut-off;
3. Popcorn poppers;
4. Heating devices such as clothing irons or comfort-type heaters;
5. Broilers, toasters, electrical skillets, or toaster ovens;
6. Extension cords or 3-pin to 2-pin adaptors;
7. Any item with frayed or damaged cord;
8. Any item not listed by a nationally recognized testing laboratory. For a listing of nationally recognized testing laboratories, see Table 1.
9. Any item not included on the listing of Personally Owned Items Authorized at Mansfield University (Attachment A).

E. Restrictions: The following restrictions apply to all personally owned electrical items. Any item violating these restrictions will be removed immediately.

1. All power cords must be continuous, without frayed or exposed wires.
2. Only equipment listed by a nationally recognized testing laboratory will be approved for use at this University. A link to nationally recognized testing laboratories is provided in Section VI, References.
3. Further details and restrictions to personally owned property are listed on Attachment A: Authorized and Unauthorized Personally Owned items.

F. Employee-Owned Equipment:

1. In addition to compliance with the exclusions and restrictions above, the following are specific requirements for employee-owned electrical property:
 - a. Coffeepots, microwaves, and refrigerators may only be placed in designated areas.
 - b. Coffeepots must be equipped with an automatic shut-off feature.
 - c. Further information regarding requirements, condition and placement of employee-owned electrical property may be found in Attachment A.
2. Employees who wish to bring personally owned property on-site are to review listing of Personally Owned Items Authorized at Mansfield University (Attachment A) to ensure

appropriate requirements are met, including location and condition of property. If requirements are not met, or property is on the list of unauthorized items, the property will not be allowed at the University.

3. Employees are to label their equipment with the following information:
 - a. Employee name and phone extension.
 - b. Exact building and room number where appliance is to be located.
4. Facilities Management will perform periodic random inspections to ensure compliance with this policy. Any personally owned items found which do not meet the criteria outlined in this Policy, will be removed from University premises immediately.
5. In the event of a power failure, Electric Shop may audit the area to determine if the power failure has occurred due to excessive electrical demands, including use of personally owned electrical items in locations not approved as part of this Policy. Electric Shop may reevaluate authorized items in the location of the failure to determine corrective action, which may include removal of some personally owned items.

REFERENCES

NFPA No. 101, Life Safety Code; National Electrical Code; OSHA Directorate of Technical Support and Emergency Management.

Table 1: Nationally Recognized Testing Laboratories

Testing Laboratory/Link	Notes
<u>Canadian Standards Association (CSA)</u>	Also known as CSA International
<u>Communication Certification Laboratory, Inc. (CCL)</u>	DBA Nemko-CCL, Inc.
<u>Curtis-Straus LLC (CSL)</u>	
<u>FM Approvals LLC (FM)</u>	Formerly Factory Mutual Research Corporation
<u>Intertek Testing Services NA, Inc. (ITSNA)</u>	Formerly ETL Testing Laboratories, Inc.
<u>MET Laboratories, Inc. (MET)</u>	
<u>NSF International (NSF)</u>	
<u>QPS Evaluation Services Inc. (QPS)</u>	
<u>SGS North America, Inc. (SGS)</u>	Formerly SGS U.S. Testing Company, Inc.
<u>Southwest Research Institute (SWRI)</u>	
<u>TUV Rheinland PTL, LLC (TUVPTL)</u>	
<u>TÜV SÜD America, Inc. (TUVAM)</u>	
<u>TÜV SÜD Product Services GmbH (TUVPSG)</u>	
<u>TUV Rheinland of North America, Inc. (TUV)</u>	

Underwriters Laboratories Inc. (UL)	
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Source: <https://www.osha.gov/dts/otpca/nrtl/index.html>

DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the Facilities Department and the VP for Finance & Administration.

ATTACHMENTS

Attachment A: Authorized and Unauthorized Personally Owned Items

Personally Owned Items Authorized at Mansfield University

NOTICE FOR ALL EMPLOYEES:

If your personally owned property meets the criteria below, it may be placed in use. All property must be clearly labeled with the owner’s name, and the room number where it will be located. Facilities Management will perform periodic random inspections to ensure compliance with this policy. Any personally owned items found which do not meet the criteria specified below will be removed immediately.

Authorized	
Employees may request to use the following personally owned items, if the stated conditions are met.	
Permitted Items	Conditions
Kitchen Appliances Microwaves, coffeepots, refrigerators	<ul style="list-style-type: none"> • Must be listed by a nationally recognized testing laboratory. • Power cord must be continuous, without frayed or exposed wires. • Must only be used in designated area. • For coffeepots: Must be equipped with an automatic shut-off feature.
Personal Computers, Electric Typewriters	<ul style="list-style-type: none"> • Must be listed by a nationally recognized testing laboratory. • Power cord must be continuous, without frayed or exposed wires

Unauthorized Personally Owned Property	
The following personally owned items are not allowed by anyone under any circumstances:	
“Permitted items” which do <i>not</i> meet the stated criteria in the tables above.	Electric heaters <i>(Facilities may install temporary heating/cooling in a space that is not maintained between 68 – 74 F)</i>
Hot plates, toasters, broilers, electric skillets, toaster ovens, etc.	Clothing irons
Hot pots, cup warmers, or other immersion-type liquid heaters	Extension cords
Popcorn poppers	3-pin to 2-pin adapters
This list is not all-inclusive. Specific items not listed here are subject to approval.	