

Greenville County Schools' Policy On Personal Appliances

Personal Appliances include (but are not limited to):

- Personal Refrigerators
- Microwaves
- Coffee Makers (including Keurigs)
- Personal Heaters
- Hot Plates/Toaster Ovens
- Lamps Utilizing Incandescent Light Bulbs

The district's policy on appliances is such that appliances utilized in our facilities will be:

- [A]** District issued
- [B]** In compliance with fire codes
- [C]** Covered under the district's insurance policy (personal items are not covered)
- [D]** Utilized in designated break rooms/lounges ONLY (not in classrooms, offices, storage rooms, etc.)
- [E]** Refrigerators issued by the district for science curriculum purposes are not for personal use
- [F]** Refrigerators that are needed for medical purposes must be accompanied with a doctor's note attached to the appliance.
- [G]** Fans are permitted

The district's policy on lamps is such that lamps may be utilized if:

- [A]** Lamps are utilized INSTEAD of ceiling fixtures ONLY (not in addition to ceiling fixtures)
- [B]** Lamps utilize CFL or LED bulbs (not incandescent bulbs)

Energy Management Department personnel will regularly visit all facilities to verify that all classrooms and offices are free of non-compliant items.

Non-Compliant Appliance Use Prevention:

- [A]** All faculty and staff will be made aware of the personal appliance policy; it will be mandated that any existing non-compliant appliances be removed from the building IMMEDIATELY.
- [B]** Plant engineers will conduct regular building walk-throughs of all classrooms and offices to verify that they are free of non-compliant items.
- [C]** Plant engineers will ensure the removal of any existing non-compliant item.

Non-Compliant Appliance Use Recourse:

- [A]** Written notification will be issued to the principal of the facility and the assistant superintendent(s) presiding over the facility. Additionally, the facility will be revisited to ensure that any non-compliant items that were discovered have been removed from the building.
- [B]** After the initial notification is issued, if a non-compliant item is rediscovered, it will be removed from the classroom or office in which it was observed.