



DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County

MEMORANDUM

DATE: January 8, 2014

TO: Jodi Mapp, Clerk, Committee on Transportation, Public Works, and Transit

FROM: Gordie Bennett, Sustainability Director, DAS-Facilities Management

SUBJECT: **File No. 13-868** - From the Sustainability Director, Facilities Management Division, Department of Administrative Services, providing an informational report regarding Guidelines for Electrical Appliances and Equipment.
(Considered by the Committees on Transportation, Public Works, and Transit and Parks, Energy, and Environment.)

The subject informational report was considered at the December 2013 meetings of the Committees on Transportation, Public Works, and Transit and Parks, Energy, and Environment.

This memorandum is to provide an update on the status of the electrical appliances and equipment guidelines to all parties concerned.

A working draft of the guidelines is attached for your review. I would welcome and appreciate your comments and questions about the draft.

cc: Chris Abele, County Executive
Amber Moreen, Chief of Staff, County Executive
Marina Dimitrijevic, Chairwoman, County Board of Supervisors
Kelly Bablitch, Chief of Staff, County Board of Supervisors
John Zapfel, Deputy Chief of Staff, County Executive
Don Tyler, Director, Department of Administrative Services
Julie Esch, Director of Operations, Department of Administrative Services
Alexis Gassenhuber, Clerk, Committee on Parks, Energy, and Environment



ELECTRICAL APPLIANCES & EQUIPMENT GUIDELINES

Last updated 1/8/14

PURPOSE

Milwaukee County is committed to providing and maintaining a safe environment for employees and the general public. Milwaukee County employees 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 inside all Milwaukee County-owned facilities. The guidelines may be modified and updated to reflect changes in funding, priorities, and available technologies.

DEFINITIONS

Approved Break Area/Designated Kitchenette: Space that is approved by your *Facilities Coordinator* for the preparation or cooking of food.

Double-Insulated: Electrical appliances and equipment that are encased in plastic to prevent 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. The devices also have a two-prong plug with no ground pin and one prong (neutral) that is wider than the other.

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

Facilities Coordinator: Employee directly responsible for managing the operations and maintenance of a Milwaukee County-owned facility.

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

OK to Use Tag: Indicates that a portable space heater has been granted a special exemption for use in Milwaukee County-owned facilities (see **Portable Space Heaters** and **EXEMPTIONS**).

Private Office/Work Area: Workspace that is primarily used by an individual employee.

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 that an electrical appliance or equipment may NOT be used in Milwaukee County-owned facilities per these guidelines (see **ENFORCEMENT**).

GUIDELINES

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

- Use for intended purpose and according to manufacturer's instructions
- Keep away from liquids and combustible materials
- Must be *UL Listed* or *FM Approved*
- Electrical cords must be grounded and/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
- Whenever possible, choose ENERGY STAR qualified products
- Enable 'energy savings mode' during normal business hours
- 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*.

Coffee Makers may NOT be used in *private offices/work areas*. Coffee makers may be used in properly equipped and *approved break areas/designated kitchenettes*. 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 in Milwaukee County facilities 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 are NOT permitted 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 properly equipped and *approved break areas/designated kitchenettes*. 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 in Milwaukee County facilities without prior approval. 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*. To request special temperatures for a workspace due to a medical condition, disability or other special need, please follow the instructions listed under **EXEMPTIONS**. Approved space heaters must display an *OK to Use Tag*. Approved heaters must also be plugged directly into a wall socket, and unplugged when not in use.

Power Strips and Surge Suppressor Strips may only be used if they are equipped with their own internal circuit breakers. Power/surge suppressor strips may NOT be used in tandem 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**).

Printers, Copiers, Fax Machines, and Multi-Function Devices may NOT be used in *private offices/work areas* without prior approval from your supervisor/manager.

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

Vending Machines may NOT be used in *private offices/work areas*. Vending machines may be used in properly equipped and *approved break areas/designated kitchenettes*. Vending machines must also be plugged directly into a wall socket.

Water Coolers/Dispensers may NOT be used in *private offices/work areas*. Water coolers/dispensers with only cold-water spigots may be used in properly equipped and *approved break areas/designated kitchenettes*. Water

coolers/dispensers with hot-water spigots may NOT be used in Milwaukee County facilities.

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.

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

ENFORCEMENT

Compliance with these guidelines is the responsibility of all Milwaukee County employees. *Facilities Coordinators* and their staff will perform random inspections of County-owned facilities during normal business hours to identify any prohibited electrical appliances and equipment. Prohibited items that are found will be marked with an *Unauthorized Electrical Device Tag*. The owners of the prohibited items will be granted **five business days** to remove the items from the premises. Prohibited items that have not been removed from the facility within five business days will be removed by the *Facilities Coordinator* and held for 30 calendar days. A notice will be left stating the owner may retrieve the property or explain extenuating circumstances that might justify use of the item. Items not retrieved within 30 business days will be donated to a local charity or recycled. Repeated violations of these guidelines may result in discipline, up to and including termination of employment.

EXEMPTIONS

Milwaukee 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 heating/cooling standard, please contact your *Facilities Coordinator*.

Requests to use portable space heaters or for other exemptions from these guidelines will be granted only under extenuating circumstances when necessary to accommodate medical conditions, disabilities, or other special needs. Exemption requests will be evaluated on a case-by-case basis.

To apply for an exemption, an Environmental Exemption Request form must be completed. The form may be obtained from your supervisor/manager or *Facilities Coordinator*.

ADDITIONAL INFORMATION

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

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ENVIRONMENTAL EXEMPTION REQUEST

As noted in the *Electrical Appliances & Equipment Guidelines*, Milwaukee 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 you feel that temperatures in a workspace are not meeting this heating/cooling standard, please contact your *Facilities Coordinator*.

INSTRUCTIONS: Complete this form to apply for an exemption from the *Electrical Appliances & Equipment Guidelines*. Requests to use portable space heaters or for other exemptions from the *guidelines* will be granted only under extenuating circumstances when necessary to accommodate medical conditions, disabilities, or other special needs. Exemption requests will be evaluated on a case-by-case basis.

Applicant - Please complete Sections A and B of this form and then give the completed form to your supervisor/manager for his/her review. **IMPORTANT:** Do not attach personal documentation related to medical conditions, disabilities or other special needs.

Supervisor/Manager - If you recommend that the Applicant's request be considered, please sign the form where indicated in Section C and then submit it to the appropriate authority:

Exemption requests related to medical conditions, disabilities, or other special needs should be submitted to Risk Management, Courthouse Rm. 302; Fax: 223-1863; Phone: 278-4312.

All other exemption requests should be submitted to your *Facilities Coordinator*.

SECTION A - APPLICANT INFORMATION:

Last Name:

First Name:

Dept/Div:

Building:

Room #:

Phone #:

SECTION B – EXEMPTION INFORMATION:

Basis for your exemption request (check appropriate box):

- Medical Condition/Disability/Special Need (do not attach personal documentation)
- Other (specify):

Does your request have an ending date (check appropriate box)?

- Yes IF YES, specify ending date: _____
- No

SECTION C – TO BE COMPLETED BY SUPERVISOR/MANAGER:

Comments:

Last Name:

First Name:

Phone #:

Signature:

Date:

SECTION D – TO BE COMPLETED BY APPROPRIATE AUTHORITY (see page 1):

Approve request (check appropriate box)?

- Yes
- No

Comments:

Last Name:

First Name:

Phone #:

Signature:

Date: