

**COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION**

DATE: November 13, 2013

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

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

SUBJECT: **Guidelines for Electrical Appliances and Equipment (INFORMATIONAL)**

Background

The Office of Sustainability is working with the County Executive, Facilities Management, Risk Management, Human Resources, IMSD, and other County organizations to develop guidelines for the safe and efficient use of electrical appliances and equipment in Milwaukee County facilities. The guidelines, to be published in 2014, will specify how, when, and where common workplace electrical appliances and equipment – refrigerators, water coolers, coffee makers, printers, copiers, power strips, etc. – may be used in Milwaukee County facilities. In addition, the guidelines will identify electrical appliances and equipment that either present electrical shock and/or fire hazards, or consume excessive amounts of energy and consequently will not be permitted for use in County facilities.

Compliance with the electrical appliances and equipment guidelines will be the responsibility of all Milwaukee County employees and tenants. Supervisors/managers and departmental facilities coordinators will be charged with enforcing the guidelines, as well as serving as the first point of contact for any exemption requests filed by County employees and tenants. Exemption requests will be granted only under extenuating circumstances when necessary to accommodate medical conditions, disabilities, or other special needs. Final review of exemption requests will be the responsibility of Risk Management (for requests related to medical conditions, disabilities, or other special needs) or the appropriate department's facilities coordinator (all other requests).

The team developing the electrical appliances and equipment guidelines recognizes that the guidelines may present challenges for County employees and tenants. Once the guidelines are finalized and approved, the team will make every effort to clearly communicate the implications of the guidelines for employees and tenants. In addition, feedback received from employees and tenants will be compiled and considered for future revisions to the guidelines.

Recommendation

No action requested. Informational only unless otherwise directed.

Prepared by: Gordie Bennett, Sustainability Director

Approved by:

A handwritten signature in cursive script, appearing to read "Julie Esch", written over a horizontal line.

Julie Esch, Director of Operations, DAS

Cc: Michael Mayo, Sr., Chair, Transportation, Public Works & Transit Committee
Gerry Broderick, Chair, Parks, Energy & Environment Committee
Chris Abele, County Executive
Amber Moreen, Chief of Staff, County Executive
Kelly Bablitch, Chief of Staff, County Board of Supervisors
John Zapfel, Deputy Chief of Staff, County Executive
Don Tyler, Director, DAS
Josh Fudge, Fiscal and Budget Administrator, DAS