

## **USE OF PERSONAL & CONVENIENCE ELECTRICAL DEVICES IN STATE OFFICES**

### **Policy EC-05**

#### **PURPOSE**

Use of electrical equipment for food/beverage purposes and for occupant convenience is a privilege that must be exercised wisely to assure that it does not become a detriment to the overall goal of serving the citizens of the State of South Dakota.

As office equipment needs have increased and become more demanding of building electrical systems and circuits, experience has shown work related/business use must be given priority in allocating available outlets and electrical circuits. In some cases, "overloads" continuous in nature, contamination of the commercial electric service due to "harmonics," "spikes," and "voltage dips" can cause failures or operating problems in current office equipment systems. Failure of or damage to these systems upon which office and staff efficiency are becoming increasingly dependent can lead to costly losses in productivity.

Misuse of equipment and appliances, such as failing to disconnect heat generating items from the power supply at times when buildings are unoccupied, can lead to fires and significant damage to state property. Failure to maintain sanitary conditions around food storage or preparation areas can result in problems with vermin, odors, and sanitation.

This policy establishes the criteria to be used by the Bureau of Administration in determining if appliance usage will be permitted.

#### **POLICY REQUIREMENTS**

- A. The Bureau of Administration may prohibit the use of microwave ovens, coffee pots, refrigerators and other electrical food preparation appliances in all individual office or work spaces. The Bureau of Administration may, upon review, allow continued use of food preparation appliances; however, this allowance shall be conditional upon availability of suitable building power and may be revoked at any time.
- B. Each agency shall be allowed to maintain a common area of one per floor per agency for food and beverage storage and preparation. Use of appliances in these areas will have priority in availability to power over those in individual office areas. All employees are encouraged to use building cafeterias or designated break areas for obtaining food and for eating. The Bureau of Administration strongly recommends that dedicated areas for food and coffee break activities be maintained and used.
- C. Use of personal electric plug-in space heaters or air conditioning equipment is prohibited. Permission for temporary use of space conditioning equipment must be requested in writing to Buildings and Grounds. Permission will be granted on a case-by-case basis only after

Buildings and Grounds has determined the building environmental control system cannot meet the needs of the space per ASHRAE Standards or other defined criteria.

- D. Each agency is responsible for assuring that safe and sanitary conditions are maintained at each agency location. Problem conditions such as appliances being left on when office areas are unoccupied, overloaded circuits or sanitation/cleaning problems may be justification for removal of any or all appliances from an agency's individual offices and/or common areas.
- E. The Bureau of Administration may require the removal of other electrical or electronic devices not otherwise referenced in this policy where it is determined that they may be interfering with the efficient operation of building electrical systems or equipment.

### **POLICY INDEX**

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### **REVISION LOG**