



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Building

**Policy & Procedures for Use of Electrical Appliances  
(Effective June 12, 2007)**

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Unauthorized use of certain appliances and electrical devices within Beaudry Headquarters results in increased fire danger, business disruption, excessive utility usage and disruption of the air conditioning system. To assist with maintaining a safe and efficient work environment, please note the following policies and procedures for the installation and use of all appliances.

1. The following electrical equipment and appliances are **NOT ALLOWED** within Beaudry Headquarters, except by approved food service providers. Any of these items found will be immediately confiscated.
  - Hot plates, griddles, electric frying pans or other food warmers
  - Toasters and toaster ovens
  - Any other food heating or preparation appliance exceeding 25 watts
  - Space heaters
  - Extension cords over 6' in length, not UL rated or without a circuit breaker
2. The following non-District equipment and appliances are **NOT ALLOWED** in offices and workstations, and will be immediately confiscated if found:
  - Cup warmers, UL rated, 25 watts or less
  - Personal fans, UL rated, 25 watts or less
  - Personal humidifiers, UL rated, 25 watts or less
  - Surge protectors, UL rated, not over 6' in length, with circuit breaker. Only one per work station – never connected to each other.
3. The following appliances are **ALLOWED** in coffee and break rooms if planned for the room by the Non-Academic Space Planning Office:
  - Coffee makers
  - Microwaves (**Microwaves are not allowed outside of designated coffee or break rooms!**)
  - Refrigerators
  - Water coolers

**Note:** The addition of more appliances in any given coffee or break room may require additional power outlets to avoid electrical problems. Please contact the Office of the Building *before* installing additional equipment.

4. The following appliances are **ALLOWED** in offices with prior written approval and registration:
  - Coffee makers
  - Refrigerators up to six (6) cubic feet, UL approved, properly ventilated

**Note:** Installation and use of any such appliances requires District approval and registration in writing. Such approval is subject to proper ventilation, electrical power and maintenance. The District may disallow the use of any appliance based on the above criteria or any other requirements for the safe operation of Beaudry Headquarters for District personnel.

**Unauthorized equipment or appliances are subject to immediate removal and confiscation if found.**

**Odors:** Preparing or heating certain food items often creates odors objectionable to others. Please be considerate of your neighbors and do not heat items such as fish or other foods whose odors permeate through the office area.

Please contact the Office of the Building at 213-241-1320 if you have any questions related to this matter.



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Los Angeles Unified School District  
Office of the Building

**Procedure to Obtain Written Approval  
To Use an Appliance Outside of Coffee or Break Rooms**

As outlined in the LAUSD Office of the Building correspondence, **Policy & Procedures for Use of Electrical Appliances**, installation and use of *allowable* appliances outside of a coffee or breakroom requires District approval and registration in writing.

The only appliances that are **ALLOWED** in offices **with prior written approval and registration are:**

- Coffee makers
- Refrigerators up to six (6) cubic feet, UL approved, properly ventilated

Installation and use of any such appliances requires District **approval and registration in writing**.

Such approval is subject to proper ventilation, electrical power and maintenance.

The District may disallow the use of any appliance based on the above criteria or any other requirements for the safe operation of Beaudry Headquarters for District personnel.

**Unauthorized equipment or appliances are subject to immediate removal and confiscation if found.**

To seek approval to place one of the above-mentioned appliances in an area outside of a coffee or break room:

- Fill out the attached *Appliance Authorization Form* and obtain the signature of an authorized director or department head.
- E-mail or deliver the completed form to the LAUSD -Office of the Building:

2<sup>nd</sup> Floor, Suite 209

Phone: (213) 241-1320

Email: [officeofthebuilding@lausd.net](mailto:officeofthebuilding@lausd.net)

- If approved after inspection of the appliance, the Office of the Building will return the form to the requester.
- The approved Appliance Authorization Form **should be posted on or near the appliance**.
- If the appliance is ever relocated or replaced, an updated or new approval request must be submitted to the Office of the Building for consideration.

Thank you for adhering to the above-mentioned procedures. Questions related to this matter can be directed to the Office of the Building.

Attachment: Appliance Authorization Form



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Building

**LAUSD Headquarters Appliance Authorization Form**

Date: \_\_\_\_\_

Name of Requesting Party: \_\_\_\_\_

Work Location: \_\_\_\_\_ Floor: \_\_\_\_\_ Cube/Office: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Director/Department Head Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Appliance Description**

Appliance Type (refrigerator, coffee maker) \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Capacity or Cubic Feet: \_\_\_\_\_

Stated Wattage: \_\_\_\_\_ UL Approved? YES: ☐ NO: ☐

Location of Appliance: Floor: \_\_\_\_\_ Cube/Office: \_\_\_\_\_

I request that the above appliance be approved for use at the location stated above. I agree that I will abide by all building rules, regulations and District policies with regard to the use of this appliance.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Requesting Party Director/Department Head Approval

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**Non-Academic Space Planning Required Approvals:**

**Engineering**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Electrical Department**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of the Building Management**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed form to:**

LAUSD Office of the Building, 2<sup>nd</sup> Floor, Suite 209, or email: [officeofthebuilding@lausd.net](mailto:officeofthebuilding@lausd.net).