

Critical!

DATE: September 10, 2014

TO: All LAUSD Staff

FROM: Morlin Management – Central Facilities Services

**RE: Policy on Microwave Usage
LAUSD Administrative Headquarters**

Emergency evacuations of staff due to misuse of microwave ovens continue to disrupt District operations and endanger your fellow staff members and visitors. Please be reminded of the following policy and procedures for the safety of all Headquarters staff.

Although fire inspectors indicate that microwave ovens are allowed, they require that the person using the microwave be in attendance at all times. Past microwave incidents have been caused by leaving units unattended and allowing popcorn and food to overcook. The smoke generated has set off the smoke detectors. These incidents cause significant disruption to District business as evacuations are required in the event of ANY alarm situation. Additionally, if the unattended microwave causes a significant fire, the sprinklers will also activate in the immediate area. While helping to extinguish the fire, sprinklers will cause significant property damage on multiple floors from flooding.

These are risks that can be minimized by strictly adhering to the following Los Angeles Fire Department regulations and District policy:

1. **Only microwaves provided by the Office of the Building are allowed within Headquarters. All others will be confiscated.**
2. **District microwaves are limited to a maximum of two minutes of time per entry. If more time is needed, re-entering the time is required. Do not continue to add time to the point that the food may overcook or may result in excessive smoking or a fire. Instructions are provided on the microwave.**
3. **You must remain in attendance when you are heating anything in a microwave. Do not leave the microwave unattended – even for a short time.**
4. **Do not put metallic objects in the microwave, such as aluminum foil, metal dishes or utensils.**
5. **Be sure to place microwave popcorn with the proper side down. Follow package instructions completely. DO NOT OVERCOOK!**
6. **If you see a microwave operating without anyone in attendance, please press the stop button on the microwave immediately.**

<p>Violations of the above procedures may result in the removal of microwaves and disciplinary action by the District.</p>

If you have any questions or concerns, please contact the Office of the Building at (213) 241-1320. Thank you for your cooperation.