



Electrical Appliance Policy & Procedures

LAUSD Beaudry Headquarters

As of June 12, 2007

Unauthorized use of certain appliances and electrical devices within Beaudry Headquarters result in increased fire danger, business disruption, excessive utility usage and disruption of the air conditioning system. 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** in Beaudry Headquarters except for 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 allowed in offices and workstations. Items not meeting these criteria will be confiscated.
 - 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 Space Planning & Design:
 - Coffee makers
 - Microwaves
 - 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 Morlin Asset Management *before* installing additional equipment.

4. Appliances allowed in offices ***with prior written approval and registration:***

- 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.

Note: Microwaves are not authorized outside of designated coffee or break rooms!

Odors:

In addition to the issues above, 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.

**Procedure to Obtain Written Approval
of Appliances outside of Coffee or Break Rooms**

1. Fill out the attached *Appliance Authorization Form* completely and obtain the signature of an authorized director or department head.
2. E-mail, deliver or fax back to Morlin Asset Management here in Beaudry Headquarters:
2nd Floor, Suite 209
Phone: (213) 241-1320; FAX: (213) 241-8921
Email: BeaudryBuildingServices@lausd.net
3. If approved after inspection of the appliance, Morlin will return the form and the form should be posted on or near the appliance.
4. If the appliance is going to be relocated or replaced, please submit a revised form.

Thank you for your cooperation.

Morlin Asset Management
333 South Beaudry Avenue, Suite 209, Los Angeles, CA 90017
Phone: (213) 241-1320 BeaudryBuildingServices@lausd.net FAX: (213) 241-8921

APPLIANCE AUTHORIZATION FORM

Beaudry Headquarters

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: _____

Stated Wattage: _____ UL Approved? YES: ☐ NO: ☐

Capacity or Cubic Feet: _____

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.

Signatures: _____
Requesting Party Director/Department Head Approval

Central Facilities Approval

Engineering
Name: _____ Signature: _____ Date: _____

Electrical Department
Name: _____ Signature: _____ Date: _____

Management
Name: _____ Signature: _____ Date: _____

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