



Municipal Building Commission
Electrical Appliance Policy
January 2018

The Municipal Building Commission has established guidelines regarding use of electrical appliances in the City Hall/Courthouse. Guidelines have been implemented to conserve energy, control costs, and protect visitors and tenants. To ensure a safe work environment, the following guidelines related to use of electrical appliances apply:

1. Only electrical appliances that are Underwriters Laboratory (UL) listed are allowed in the City Hall/Courthouse. Purchase of appliances that carry the Environmental Protection Agency's (EPA) Energy Star label is encouraged.
2. UL listed refrigerators must be used in designated break, kitchenette, coffee stations or lunch areas. Refrigerators must be plugged directly into wall outlets.
3. UL listed coffee makers, popcorn poppers, toasters, toaster ovens, microwaves, other food preparation appliances may be used in designated break, kitchenette, coffee stations or lunch areas. Appliances must be plugged directly into wall outlets.
4. UL listed coffee makers must either incorporate or be plugged into a manual "on"-automatic-"off" timing device that discontinues the flow of electricity after a period of no more than four hours. One timer is required for each coffee maker.
5. Electric coffee warmers, personal heating units, humidifiers, air cleaners and fans are strictly prohibited due to fire code, and for health and safety reasons.
6. All electrical appliances that are not in good operating condition shall be replaced immediately to prevent fires.
7. Extension cords are allowed provided they are UL or FM rated and have been approved by the MBC. Use of a flat-wire extension cord, or plugging one extension cord (or multi-strip) into another, is against fire code and is strictly prohibited.
8. MBC staff will have the authority to remove from the premises electrical appliances and extension cords in violation of this policy or found to be operating unattended after normal working hours.
9. Tenants not in compliance with this policy will receive a written warning and be requested to remove such appliances within two business days. If the tenant does not comply, MBC staff will remove and store the item(s) for one week in a designated secure area. Unclaimed property will be recycled or disposed of accordingly.